



## **SITE RULES AND REGULATIONS**

### **Event Rules & Regulations**

These rules and regulations must be read in conjunction with the New York Build Expo Booth Terms & Conditions and in conjunction with the Javits Convention Rules & Regulations (which can be found inside the [JAVITS KIT](#))

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## What you can do without union labor

### Exhibitor Self-Service Permitted by the Javits Center

- Individuals moving materials must be employees of the exhibiting company.
- **Hand-carried items into North Javits can only be brought in through the inner roadway entrance of the building located at 11<sup>th</sup> Ave & 38<sup>th</sup> street only during event specified times.**
- All vehicles should enter the inner roadway and will be issued a Javits Center placard to stage vehicles.
- Vehicles will be directed to the proper unloading area and there will be ample parking for personal vehicles.
- All vehicles are allocated 45 minutes, and the time limit will be enforced.
- Exhibitors may use nothing larger than a two wheeled baggage cart (plastic or rubber wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments. “Pop-up” displays, equal/less than 10ft. in length, capable of being carried by hand by one person may be carried in.
- Moving company trucks may be loaded and unloaded only on the Javits Center loading dock by Javits Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on the north end or anywhere else in the vicinity of the Center, as their freight is not considered “hand carry” regardless of its size. Under no circumstances will moving company employees, or any persons other than Javits Freight Handlers or direct employees of an exhibiting company engaged in legitimate “hand carry,” be permitted to handle freight on Javits Center property.

### Exhibit/Building Work Permitted for Exhibitors

- Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit as long as the booth size is 250 square feet or less and work can be done without tools. Exhibitors may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. Exhibitors may be able to erect and dismantle “pop-up” displays and booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A “pop up” display at the Javits Center is defined as a self-contained unit which can be hand carried by one employee. The Center may issue more detailed rules on this from time to time.

### Telephone Work Permitted

- Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.



### **Electrical Work Permitted for Exhibitors**

- An exhibitor with a 100 sq. ft. booth or less and one 500 watt order may install and dismantle their own lights without the use of tools and ladders. Test and tune their own equipment. Run their own communications cable between machines in the same booth above the booth carpet. Connect modems, printers, computers and tablets (up to 8 devices) and install their own light bulbs.

### **Plumbing Work**

- Test, tune or repair water, drain, air and gas lines on the exhibitor side of the disconnect to the building system.

### **Cleaning Work**

- Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

### **Entrance to the hall from the marshaling yard**

- All vehicles that need to unload in the marshaling yard will be subject to material handling charges. Charges will be based on the weight of your shipment. Please visit the EES website for more information and to get a quote.

### **Hand Carry Policy**

- The Javits Center has a strict unloading policy that must be followed at all times.

### **The Javits Center Hand Carry Policy is as follows:**

#### **Freight Moving Exhibitors May Perform (Hand Carry Policy)**

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods. The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion and negative impact on the west side of Manhattan. Exhibitors should take notice that 11<sup>th</sup> Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11<sup>th</sup> Avenue due to Lincoln Tunnel congestion concerns. Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). In an effort to streamline the hand carry process for our exhibitors, the Javits Center's Security and Safety Solutions Department provides all exterior security staffing, and oversight for hand carry operations. The Javits Center Hand Carry Policy is as follows:



#### **Approved During Hand Carry Operations:**

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position.
- Exhibitors moving materials must use doors and routes designated by event management.
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade products.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.

#### **Prohibited During Hand Carry Operations:**

- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging or collecting exhibitor materials.
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials.
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van.
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person.
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

#### **Javits Inner-Roadway:**

- Hand carry operation hours are specific and designated by event management.
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a Javits Center Placard in order to stage.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb.
- Hazard lights must be activated while staged.
- Double parking is strictly prohibited and will likely result in a fine or tow.
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow.
- Pre-pack all exhibit items before staging a vehicle curbside.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.



### **Loading Docks & Truck Marshaling Area:**

- All vehicles transporting freight larger than a standard van, such as, but not limited to, a moving truck or box truck, are required to load and unload via the Javits Center loading docks.
- The loading docks are accessible during designated hand carry hours for all over-sized vehicles and can be accessed without an appointment via the entrance on 12th Avenue and 39<sup>th</sup> Street.
- Scheduled hand-carry usage within the loading docks and/or designated area within the truck marshaling building will require an advance appointment with access via the entrance on 12<sup>th</sup> Avenue.
- All vehicles are required to register with the general contractor upon arrival at a designated location or in advance through the Javits Center yard management portal.

### **Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation.
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.

### **Catering**

Hot and cold drinks and food will be available for purchase by exhibitors and exhibition visitors in the exhibition hall. As an exhibitor you can also place an order with the in-house caterer, Cultivated, by completing the order form.

### **Cleaning & Waste Disposal**

All cleaning and waste disposal are the responsibility of each exhibitor.

Exhibitors are responsible for removing at their own cost all construction and waste materials from their Booths before, during and after the Exhibition. No wood or metal is to be disposed of in the halls by Exhibitors.

The Organizer reserves the right to invoice exhibitors for the removal of waste or other such items. Any exhibits or other items left in your booth or on the show floor will be disposed of without any prior notice to the Exhibitors.

### **Damage to the Javits**

Any damages to the Javits caused by an Exhibitor will be investigated by show management and appropriate damage costs will be charged back to the Exhibitor for repairs. This applies to any part of the premises (not just the exhibition hall), whether caused by themselves, their agents, contractors, sub-contractors or by any person(s) employed or engaged on their behalf.

### **Delivery, Freight & Hand Carry Regulations**

We urge you to use our contractor to arrange deliveries directly to your Booth. This can be sorted by reading the delivery instructions in the EES CONTRACTOR KIT.



### **Electrical**

All power sources must be ordered through the Javits directly. As electrical power supplies will be switched off for periods overnight. Should Exhibitors require 24hr power supply or any other amendments to their electric supply (including additional power, lights, AV and electrical truss) this should be ordered through the Electrical Form.

### **Floor Loading**

No load in excess of 350 lbs./ sq. ft. shall be placed on the floor of the Halls at the Centre. Floor loadings in excess may be permitted by submitting preapproval. Exhibitors wishing to bring heavy equipment into the exhibition hall must immediately contact EES at [orders@expoeventservices.com](mailto:orders@expoeventservices.com)

### **Lifting Equipment**

If you require any equipment to transport any of your materials you must contact the official contractor, EXPO EVENT SERVICES/ DECORATING, whom you can purchase this service from. Full service and price list, including a material handling and cartload order form, can be found within the EES CONTRACTOR KIT.

No Exhibitor is to bring their own lifting equipment into the exhibition halls.

### **Medical Services**

In the event of an emergency medical services will be available during move in, move out and when the exhibition is open. All medical emergencies should report to the Organizers Office or Security who will contact the medic team.

### **Noise Levels**

The use of any sound equipment should be agreed in writing with the Organizer prior to the event. Such equipment must not interfere with or cause disturbance to any other exhibitors or conference

### **Public Transport & Parking**

There is no parking at the Javits Convention Center, however you can park in one of the nearby car parks. For further information, including best public transport options, please go to <https://www.javitscenter.com/en/attend/getting-here/>

### **Booth Boundaries**

All exhibits and displays must be confined within the boundaries of each exhibition Booth. The Organizers will remove any items placed outside the confines of an exhibition Booth. Any costs incurred in removing items will be charged to the Exhibitor.

### **Security**

The Organizer will employ security personnel as necessary, however the security of individual Booths and equipment on the Booths cannot be guaranteed. Should exhibitors have concerns regarding the security of their exhibits they should hire their own in booth security. Exhibitors are strongly advised not to leave valuable items of equipment unattended on their Booth at any time but especially during the dismantling phase of the exhibition.



### **Temporary Staffing**

Constant representation at exhibits, displays and booths are the exhibitor's responsibility

### **Lifting Operations, Provision and Use of Equipment**

All other potentially hazardous operations must be carried out safely and in accordance with statutory local regulations. Safe Working Practices must be always adhered to.

All materials used must entirely consist of fire-retardant materials as required by the prevailing fire regulations. Materials used for the construction of exhibition booths should be non-combustible.

There will be no flames of any kind, i.e. candles, temporary gas lamps, smoke emitting equipment, heat producing equipment or other such items in the Exhibition.

The use of any electrical, mechanical, or other devices is to be agreed in writing with the Organizers in advance.

No toxic or hazardous material including pyrotechnics, flammable liquids, compressed gas, and dangerous chemicals will be permitted in the Exhibition. No vehicles will be allowed in the Exhibition during exhibition open times without prior written permission from the Organizer.