

Javits Hand Carry Policy

As an important exhibitor of ours we wanted to make sure you were aware that the Javits Center has updated their Hand Carry (or Load In) Policy. For those of you who drive to the show and wish to unload your displays in the Inner Roadway and bring them to your booth, please be aware of the new procedures below.

Approved During Hand Carry Operations:

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position
- Exhibitors moving items must use doors and routes designated by event management
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed
- 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 or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations

Prohibited During Hand Carry Operations:

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance
- Any freight from a vehicle larger than an Econoline 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

On the Inner Roadway along 11th Avenue:

- Access will be granted to exhibitors only during a specified time frame
- Access will be granted to exhibitors on a first-come, first-serve basis
- Only vehicles with TWO (2) licensed drivers will be granted entry
- All vehicles must be attended at all times by a licensed driver
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced
- We recommend exhibitors unpack all exhibit items and load into the Javits foyer, then go and parking the vehicle. The 30 minutes is not intended to be used to move all items TO the booth and begin set up. Please be courteous to others who are also trying to get into the roadway and unload.
- Any vehicle left unattended will be towed at the owner's expense

JA NEW YORK OFFERING FREE PORTER SERVICE TO EASE YOUR MOVE IN

If you have just read the above section about the Javits Center rules and are worried about moving in your displays for the show - do not worry! We want to ensure you have a smooth load in, so we are paying for labor to assist you with your heavy lifting. Just follow the Public Safety officers directions to park in the Inner Roadway in front of the Javits Center, and then go in to the Labor Desk inside the sliding doors to sign up for the complimentary service. Please note during peak move in times (11 am - 2 pm) there may be 25-30 minute wait so plan accordingly. You should also still always have a second (or third) person with you for load in, in case one of you needs to move the car while the other waits with your supplies to be brought into the show.