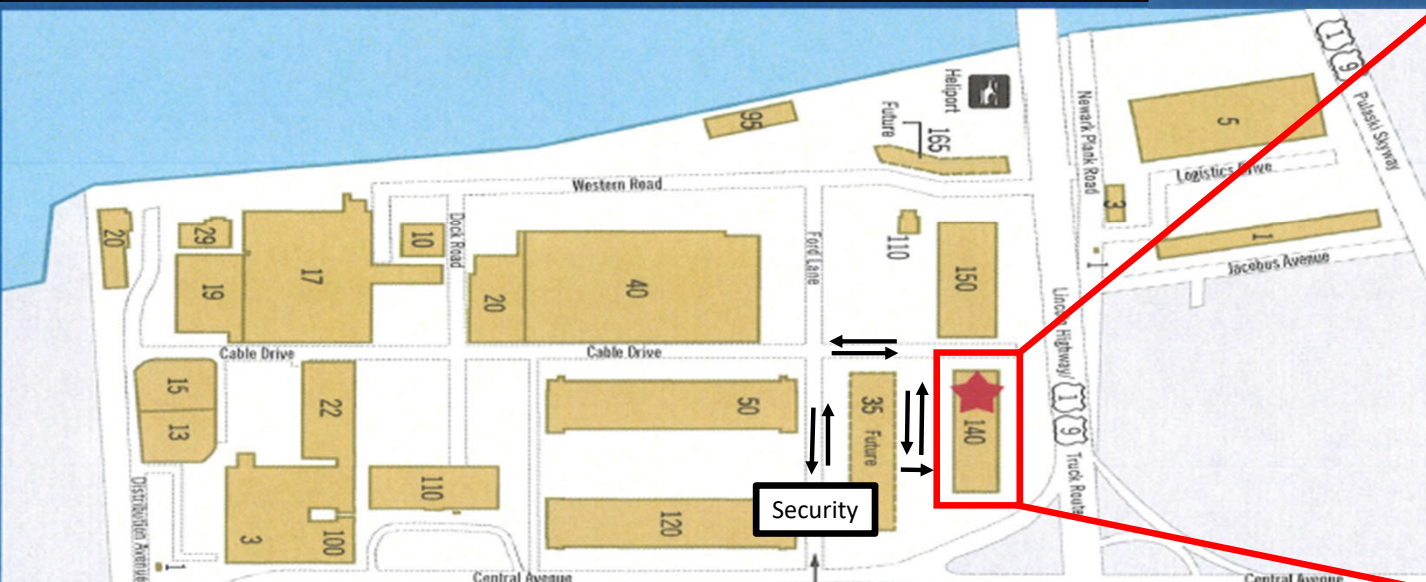# Delivery Instructions for Freeman NY Warehouse

Driver Check-In Step by Step Instructions:

1. Drivers must enter the River Terminal Development Corporate Park via Central Avenue.
2. Upon entering the driver will pass through a security check point, no action required other than waiting for the gate arm to rise. Once through the security check point take a right on Cable Ave and a right into the Freeman warehouse area.
2. Once at the Freeman warehouse, driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck. If there is a que due to high volume drivers will sign in, receive a Driver# and then be directed to a local truck stop.
4. After the driver is called, proceed to open loading dock as prescribed by Freeman staff.
5. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and exits the development the same way entered.

Delivery Instructions for Freeman Events at JKJCC

Driver Check-In Step by Step Instructions:

1. Driver must park on 12th Ave and visit the North Freight Check-in office located on 12th Ave.
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified truck scale weight tickets if available and Freeman supervisor will create receiving reports.
3. Upon checking in, driver will receive a driver number and be directed to the internal marshalling area or docks as space permits. If marshalled, driver must wait in their truck until dispatched.
5. Freeman supervisor directs driver to proceed to assigned dock area where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility.
7. Office phone number is **212-216-2780**.

TRUCK ENTRANCE
369 12th Avenue

369 12th Ave

North Freight Check-in