

## February 2022 Move Out Bulletin

Thank you for participating at NY NOW Winter 2022. Please read this important information to help make your dismantling and move-out easy. If you have questions, please feel free to ask our staff– we're here to help!

### EXHIBITOR MOVE-OUT SCHEDULE

Wednesday, February 9 - 3:00PM – 11:00PM

Thursday, February 10 - 8:00AM – 12:00PM

All booths must be packed and removed by:  
12:00PM on Thursday, February 10

### OUTBOUND SHIPPING

There is no targeted move out for this show. Exhibitors interested in move-out on Wednesday, February 9, must be packed and have their Material Handling Agreement turned into the Freeman Service Center by 7:00PM on Wednesday, February 9. To ensure all exhibitor materials are removed by this time, all carriers must be checked in by 9:00PM.

Exhibitor move-out continues on Thursday, February 10, exhibitors must be packed and have their Material Handling Agreement turned into the Freeman Service Center by noon on Thursday, February 10. ALL exhibitor materials must be removed by 12:00PM. To ensure all exhibitor materials are removed by this time, all carriers must be checked in by 10:00AM.

If using a freight carrier, you must have Freeman move your boxes to the loading dock where your carrier can pick them up. No freight carriers are allowed on the show floor except for Freeman.

If you wish to mail your packages using a parcel service, such as FedEx, you must hand carry your boxes to a shipping center.

### MAKE A PRODUCT DONATION TO HOUSING WORKS

The official charity for NY NOW is Housing Works. Forms are available online: <https://housingworks.tfaforms.net/344223> Or call or email Sarah Tanenbaum, 646-207-4847 or [Tanenbaum@Housingworks.Org](mailto:Tanenbaum@Housingworks.Org) Please contact Sarah prior to the close of show, to discuss donating any items. The exhibitor will be required to inform Freeman of their intention to donate and will be provided with specific donation labels. The charity will no longer accept IKEA type furniture.

### STORAGE BETWEEN SHOWS

BTXGlobal has a storage facility available to handle storage between the NY NOW Winter 2022 and Summer 2022.

BTXGlobal storage fees will apply. If interested, please contact them directly at 877-397-2891.

### SHUTTLE SERVICE

Shuttle service will continue until 11:00 PM on Wednesday to several midtown locations.

### FREIGHT CARRIERS

If you have contracted a freight company (such as Freeman Transportation, Phoenix Int'l Business Logistics (PIBL), etc.) you must do the following:

1. After packing, completely close, seal and label your freight.
2. Complete any forms required by your carrier. Also inform them that you have a shipment to be picked up.
3. Pick up a **Material Handling Agreement form** from the Freeman Service Center. Fully complete the form and return to Freeman. Please **do not** leave your Material Handling Agreement in your booth.
4. Leave your freight in your booth. NOTE: For the safety & security of your product, we recommend that you or a staff member wait with your freight until it is picked up by Freeman. Freeman cannot guarantee the safety of items left unattended.
5. Freeman will pick up your freight and bring it to your carrier's truck.
6. The Freeman service desk is located outside the 3B Hall in the Crystal Palace. Kindly note that the same union labor needed for set-up must be used for dismantling.
7. Small Private Vehicles (exhibitors requiring load out assistance – trucks with skids, crates, or items too large to hand carry must check in with Freeman personnel) - when you are completely packed, report to 36<sup>th</sup> Street and 12<sup>th</sup> Avenue (eastside). From there you will be instructed to proceed with your vehicle to the appropriate location. Security and freight personnel will direct you to a load out area as space becomes available
8. **If you sell all or part of your booth to department stores, jobbers, etc., you are responsible for the proper preparation of all shipping documents for your merchandise, including material handling agreement paperwork.** This paperwork must list the name and address of the shipper, the consignee, the count, the description and weight of covered items.
  - You are responsible for all packing and actions of personnel brought into the Show by purchasing firms. Any party picking up one or more sample lines must sign in with Freeman and present a list of exhibitors with booth numbers from which merchandise will be collected. All merchandise must be packed separately with separate material

handling agreement paperwork. **Freeman will not accept material handling agreement paperwork from anyone other than the contracting exhibitor.**

- Please be sure that this information is placed in the hands of all persons who will be breaking down your exhibit.

### **Damaged Panel Fee**

Excessive damages to package booth walls will result in a panel replacement charge of **\$382.90** per panel, which will appear on your Freeman invoice. A panel deemed to be damaged beyond repair will be subject to a replacement charge of **\$630.00** per panel. Cutting holes THROUGH any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel. Please refer to the Damaged Panel Handout provided at your booth for specific details or visit the Freeman Service Center for more information.

### **PRESS KIT PICK-UP**

If you delivered press kits to the Press Lounge, **booth #1361**, during the Show, please remember to pick-up any that remain by 2:30pm on Wednesday. All unclaimed materials will be discarded. If you have questions, please contact the Press Center at **212-542-1823**.

### **Empty Container Return**

Protective flooring must be installed prior to the return of any empty containers. This will take approximately one hour after the show closes. Your empty containers will be returned to you starting at **3:00pm** and may take up to 4 hours to reach your booth.

### **EXHIBITOR HAND CARRY – Move out will be the same as move in.**

- Wednesday, February 9 / 3:00PM – 11:00PM

**Exhibitor HAND CARRY, SELF SERVICE ONLY – entrance at Crystal Palace 11<sup>th</sup> Ave. between 34<sup>th</sup> & 37<sup>th</sup>**  
- only cars, vans, SUVs, Sprinter vans

\*\*\*Use of Freeman material handling equipment (dollies, flat trucks, pallet jacks, garment racks, etc.) without assistance from authorized personnel is prohibited. Freeman equipment may not be removed from the premises.

### **EXHIBITOR HAND CARRY REQUIRING PORTER SERVICE**

Public safety will direct you to the **back of the building** for exhibitors requiring assistance with porter service.

Badges are STILL required during move out to gain access to the hall. Exhibitor's employees helping with dismantling will be issued a **wristband from Security personnel in the front of the Exhibit Halls.**

### **JAVITS CENTER "HAND CARRY" POLICY**

The movement of freight at JKJCC is handled by Teamsters. However, certain items may be brought out through the front of the building by exhibitors. If your vehicle fits one of the descriptions listed below and there is a qualified driver with the vehicle **at all times (there is a 30-minute loading time limit)**, you may carry certain items out of Javits Center to your vehicle in the Inner Roadway. Suitable vehicles for the **self-service** hand carry unloading procedure are: AUTOMOBILES, MINI VANS, ECONOLINE VANS, SPORT UTILITY CARS AND SPRINTER VANS.

**Crystal Palace entrance (11<sup>th</sup> Ave between 34<sup>th</sup> & 37<sup>th</sup>)** has been designated as the official location for exhibitor self-service hand carry. ALL HAND CARRY RULES still apply for MOVE OUT. Exhibitor representative must remain with vehicle always. Vehicles left unattended will be ticketed and towed. **No double parking! If there are no spaces available you must circle around again.** Box or cube trucks and trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading/loading out areas.

- Exhibitors may "hand carry" or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Individuals moving the items must be employees of the exhibiting company and must carry identification.
- Exhibitors moving items must use the doors and routes designated by show management.
- Javits Center officials may elect to suspend or to relocate the self-service hand carry operation at their discretion.

### **Outbound Exhibit Transportation**

Freeman Exhibit Transportation is the recommended freight carrier for this event. Please visit the Transportation representative at the Freeman Service Desk for pricing information.

### **MOVE OUT RULES**

1. Early move out is prohibited. Please do not pack or dismantle any part of your exhibit in any way prior to the official closing of the Market. Early packing will jeopardize your participation in future shows.

**BUYERS WILL NOT BE PERMITTED TO TAKE ANY MERCHANDISE OUT OF THE BUILDING.** ALL MERCHANDISE, WHETHER SOLD, EXCHANGED, OR GIVEN AS SAMPLES, MUST BE SHIPPED.

3. Badges are STILL required during move out to gain access to the hall. Exhibitor's employees helping with dismantling will be issued a wristband from Security personnel in the front of the Exhibit Halls. **Exhibitor's employees must carry suitable photo identification.** EXHIBITORS ARE FORBIDDEN TO BRING ANY ITINERANT PERSONNEL INTO THE BUILDING OFF THE

STREET. EXHIBITOR ACCESS TO THE BUILDING TERMINATES AT 11:00 PM ON WEDNESDAY.

4. **CHILDREN UNDER 16 ARE NOT ALLOWED ON THE SHOW FLOOR DURING THE SET-UP AND DISMANTLING PERIODS.**  
**Proof of age may be required.**

5. During the move-out period, the Exhibitors' entrance and exit will be the same as during the set-up period. **PLEASE REMEMBER THAT DRAYAGE (material handling service/loading out service) IS INCLUDED IN YOUR EXHIBIT FEE.**

**Do not leave your space unattended during the dismantling period. Most importantly, do not leave samples unpacked or cartons open on Wednesday night.**

#### **INTERNATIONAL AIR FREIGHT AND SEA FREIGHT SERVICES**

Exhibitors requiring assistance with exporting their exhibit or shipping sold items to their customers overseas, should call or email our recommended Freight Forwarder PIBL – Phoenix International Business Logistics, Inc. An account has been set-up with PIBL to provide international air and sea freight services at discounted rates. PIBL representatives can be contacted by calling 908-355-8900 or emailing Phil Hobson at [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com).

#### **DISPLAY PRODUCT PICK-UP**

Exhibitors with product in one of the Crystal Palace displays that did not pre-authorize donation of the display items can pick up the products following the market close at 3:00pm on **Wednesday, February 9<sup>th</sup>**.

- **NOTE: All display products unclaimed by 12 Noon on Thursday, will be donated to Housing Works.**

## POV HAND CARRY MOVE-OUT PLAN

NYC Traffic Regulations apply – double parking is NOT allowed

Move-Out locations will be similar to Move-In

Wednesday, February 9, 3pm – 11pm

11<sup>th</sup> Avenue between 34<sup>th</sup> & 37<sup>th</sup> St on the West side

***POV STAGING WILL BEGIN AT 2PM***

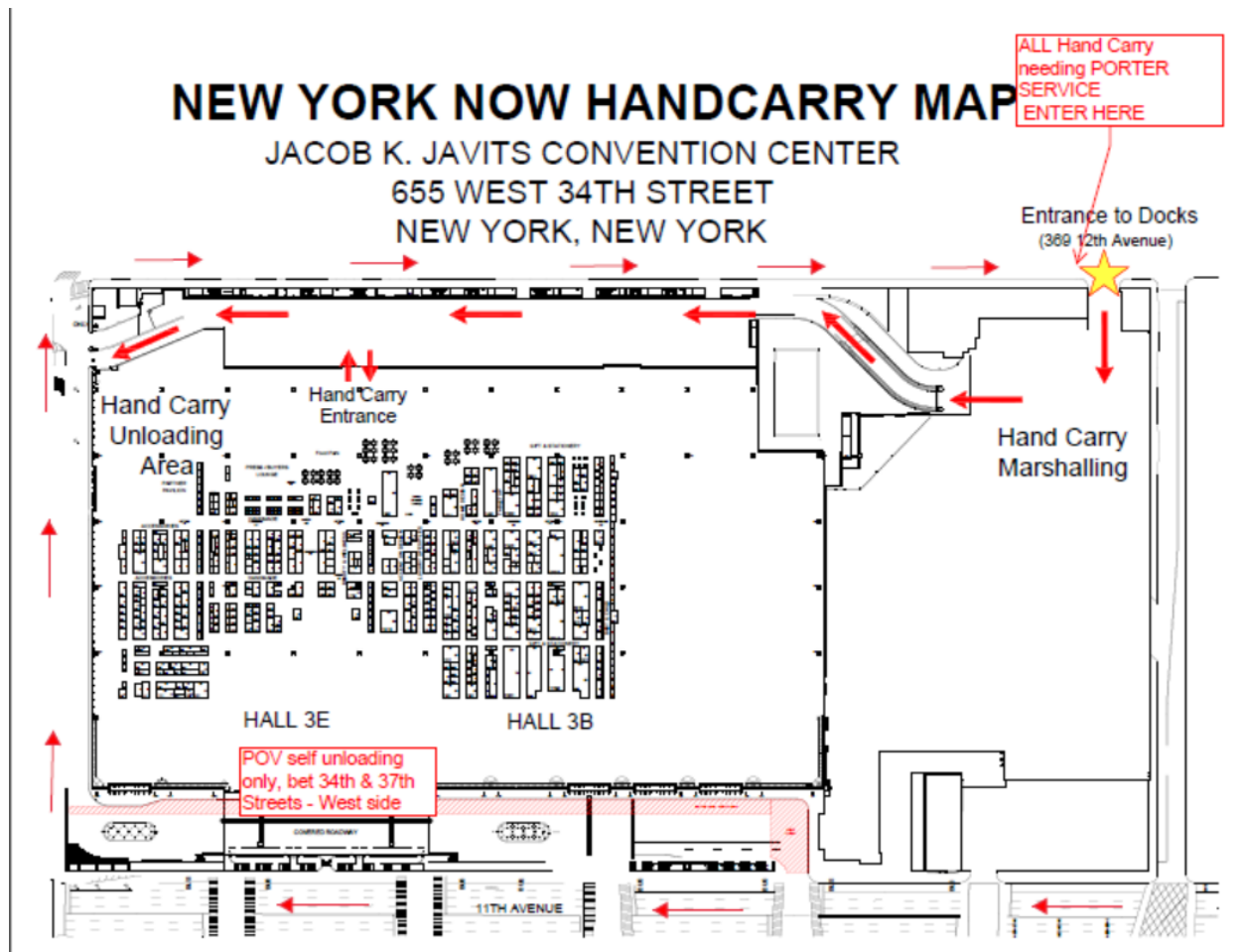
***Union Labor is available at the Labor Desk, upon request, in the Crystal Palace***

### SELF SERVICE HAND CARRY LOCATION:

- Will take place on the 11<sup>th</sup> Avenue between 34<sup>th</sup> & 37<sup>th</sup> St on the West side.

Please park as space becomes available – this location operates on a 1<sup>st</sup> come 1<sup>st</sup> serve basis.

All POV vehicles should check in with the security as you approach the curb.



Thank for Exhibiting at

**NY NOW**