

## MOVE-IN & MOVE-OUT PROCEDURES

All Exhibitors have an assigned move-in date. To determine your targeted move-in day please refer to this color-coded [Move-In time floor plan](#). This time frame will be when your booth will be built and ready for you to occupy. By this date/time any freight you have sent to Freeman's advanced warehouse will be delivered as well. Please note, the timeframe listed doesn't necessarily mean all Freeman furnishings or other vendor orders (showcases, lighting, electrical) will be placed. In the case of electrical, you will need to check in with the Electrical Foreman at the front of the hall once you arrive so that they can put you on their list for a laborer to perform the electrical work.

Exhibitors wishing to request a revised targeted move-in date and time must email Show Management the request at [Randi.Cavitt@EmeraldX.com](mailto:Randi.Cavitt@EmeraldX.com) by January 4, 2024. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email.

⇒ <b>Freight Arrival</b>	⇒ <b>Exhibit Hall Access</b>	⇒ <b>Booth Set-Up</b>
<ul style="list-style-type: none"> <li>• Direct Shipments may arrive on your <a href="#">Targeted Move-In time</a>.</li> <li>• Review <a href="#">Marshaling Yard Address &amp; Directions</a>.</li> <li>• Review Driver Check-in Requirements.</li> <li>• Review POV Self Unloading Policy, outlined below.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibitors will need to pick up badges once registration opens onsite.</li> <li>• Prior to registration opening onsite, exhibitors will need to pick up wristbands from event security to access the exhibit hall.</li> <li>• EAC personnel will need to pick up wristbands daily at the EAC Check-In areas to access the exhibit hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibitor Move-In begins on each exhibitors' specific Targeted Move-In Day and ends on Saturday, February 3, at 5 pm</li> <li>• All booths must be show ready by 7 am on Sunday, February 4.</li> </ul>

### POV & Hand Carry Unloading

The NEW official and only location for exhibitors to hand carry or unload booth materials during the move-in and move-out periods is now located at the rear of Hall 3E. The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion and any negative impact or damage to the building. Exhibitors should take notice that 11th & 12th Avenue and any adjacent streets around the Javits Center are not permitted to be used for staging or unloading hand-carry materials.

### Hand Carry/POV Driver Check In

- Access will be granted to Exhibitors only.
- Hand-carried items into the Javits Center can only be brought in through the rear truck entrance of the building located at 369 12<sup>th</sup> Avenue and only during move in and move out.
- All vehicles should enter 369 12<sup>th</sup> Avenue (corner of 12<sup>th</sup> Avenue & 40<sup>th</sup> Street) and will be issued a Javits Center placard in order 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 30 minutes, and the time limit will be strictly enforced..
- Porter Service will be available to assist exhibitors during the hand carry process.

## Approved During Hand Carry/POV Operations

- Exhibitors may use nothing larger than a two-wheeled baggage cart or Hand 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 building's regulations.

## Prohibited During Hand Carry Operations

- Any freight from a vehicle larger than an Econoline van (car, van, SUVs & sprinter vans are allowed)
- Any freight moved on equipment larger than a two-wheeled baggage or hand cart.
- Any freight that cannot be hand carried by one person.
- 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.

## Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Jacob K. Javits Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Large vehicles are limited to a Sprinter van, no box truck allowed. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

## Outbound Shipping Procedure

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the [Outbound Shipping form](#) and your paperwork will be available at the show. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

⇒ <b>Dismantle Booth</b>	⇒ <b>Driver Check In</b>	⇒ <b>Outbound Shipping</b>
<ul style="list-style-type: none"> <li>• Review Move-out Schedule.</li> <li>• Exhibitors must be completely clear of the hall by 12 pm on Thursday, February 8.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Driver Check-in Requirements.</li> <li>• Carriers must arrive and check-in no later than 10 am on Thursday, Thursday, February 8.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit <a href="#">Outbound Material Handling Authorization</a> Form to the Freeman Service Desk for freight to be released to driver.</li> </ul>

## Accessible Storage

Accessible storage service is available at the show for exhibitors to easily access their product samples and literature during show days only.

## International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, [download the International Shipping Instructions](#).