

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 yvonne.harris@emerald.com by January 3, 2025. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email.

<p>⇒ Freight Arrival</p> <ul style="list-style-type: none"> • Direct Shipments may arrive on your Targeted Move-In time. • Review Marshaling Yard Address & Directions. • Review Driver Check-in Requirements. • Review POV Self Unloading Policy, outlined below. 	<p>⇒ Exhibit Hall Access</p> <ul style="list-style-type: none"> • Exhibitors will need to pick up badges once registration opens onsite. • Prior to registration opening onsite, exhibitors will need to pick up wristbands from event security to access the exhibit hall. • EAC personnel will need to pick up wristbands daily at the EAC Check-In areas to access the exhibit hall. 	<p>⇒ Booth Set-Up</p> <ul style="list-style-type: none"> • Exhibitor Move-In begins on each exhibitor’s specific Targeted Move-In Day and ends on Saturday, February 1st, at 5 pm. • All booths must be show ready by 7 am on Sunday, February 2nd.
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Self-Unloading / Hand Carry Policy

Javits Center has created an area on their property to make it easier for exhibitors to hand carry their items directly into the Hall. **The inner roadway (enter at 38th St. and 11th Ave) has been designated as the official, approved, location for exhibitor self-service hand carry unloading and loading out operations.** Security personnel will be on hand to direct you. Once again, the usual rules relating to exhibit self-service hand carry operations will be in place (no trucks). Someone representing the exhibitor must always remain with the vehicle. Vehicles left unattended will be ticketed and/or towed.

All the space in the Inner Roadway (the shuttle bus loading/loading out space) will be available for exhibitor self-service hand carry operations during the move-in and move-out periods (no trucks allowed). Exhibitors must be badged and may hand carry their merchandise from their privately-owned vehicle (i.e. car, van, or SUV) to the designated exhibit areas. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) or hanging clothes racks with four wheels to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to always remain with the vehicle. Product must

be unloaded within 30 minutes and the vehicle must then be moved. Vehicles left unattended will be ticketed and towed.

Free Porter Service to Ease Your Move-In

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 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.

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.

<p>⇒ Dismantle Booth</p> <ul style="list-style-type: none">• Review Move-out Schedule.• Exhibitors must be completely clear of the hall by 2 pm on Wednesday, February 5th.	<p>⇒ Driver Check In</p> <ul style="list-style-type: none">• Review Driver Check-in Requirements.• Carriers must arrive and check-in no later than 10 am on Wednesday, February 5th.	<p>⇒ Outbound Shipping</p> <ul style="list-style-type: none">• Submit Outbound Material Handling Authorization Form to the Freeman Service Desk for freight to be released to driver.
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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](#).