

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 ambika.nainani@EmeraldX.com by January 3, 2026. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email. Please also note, you may also come LATER than you indicated move in if another day is more convenient for you as long as your booth will be ready by 9 AM on Sunday.

⇒ Freight Arrival	⇒ Exhibit Hall Access	⇒ Booth Set-Up
- 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.	- 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.	- Exhibitor Move-In begins on each exhibitors' specific Targeted Move-In Day and ends on Saturday, January 31, at 5 pm. - All booths must be show ready by 9 am on Sunday, February 1.

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 12th Avenue and only during move in and move out.
- All vehicles should enter at 369 12th Avenue (corner of 12th Avenue & 40th Street). You will be given a Javits Center placard to place on your windshield.
- Vehicles will be directed to the proper unloading area.
- 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 handcarried 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.

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.

⇒ Dismantle Booth • Review Move-out Schedule. • Exhibitors must be completely clear of the hall by 12 pm on Wednesday, February 4.	⇒ Driver Check In • Review Driver Check-in Requirements. • Carriers must arrive and check-in no later than 10 am on Wednesday, February 4.	⇒ Outbound Shipping • 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](#).

UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

There are three major unions that have jurisdiction over trade shows. The following should help guide you in conforming to union jurisdictions and its adherence to them when required:

TEAMSTER UNION

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. Customarily, this service must be ordered in advance at Exhibitor's expense.

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall