

Move-In Procedures

Targeted Move-In Map

[Click Here to View Target Move-In Plan](#)

If you observe the **Sabbath** and will not be able to move in on **Saturday, March 15th**, please let us know by filling out the [request form](#) **before February 28th**.

Freight Arrival	Exhibit Hall Access	EAC Personnel	Move-In begins March 14th at 8 AM
<p>Shipments may only arrive on or after March 14th.</p> <p>Review Driver Check-In Requirements.</p> <p>Review POV Self Unloading Policy.</p>	<p>Exhibitors will be able to pick up badges starting Friday, March 14th after 12 PM.</p> <p>If you are scheduled to move in before 12 PM, wristbands will be provided.</p>	<p>Must pick up daily wristbands from security in front of the hall.</p>	<p>All booths should be set and show ready by 9 AM on Sunday, March 16th.</p>

Self-Unloading / Hand Carry Policy

Exhibitors may hand carry their merchandise from their privately owned vehicle (i.e. car, van or SUV) to the designated exhibit areas. Vehicles can be no larger than a Ford Econoline Van. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

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.

Privately Owned Vehicles (POV)

Only a P.O.V. is allowed for hand carry and cartload service.

Truck Deliveries / Pick-up

For deliveries requiring loading dock access, please use the address for the new truck marshaling facility, which is 369 12th Avenue, New York, NY 10018.

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.

Click to Review [Delivery Instructions for Freeman Events at JKJCC](#)

Move-Out Procedures

<p>Dismantle Booth</p> <p>Exhibitors must be completely clear of hall by 11:59 PM on Tuesday, March 18th.</p>	<p>Driver Check-In</p> <p>Review Driver Check-In Requirements.</p> <p>Carriers must arrive and check-in no later than 7 PM on Tuesday March 18th.</p>	<p>Outbound Shipping</p> <p>If using Freeman for your outbound shipping, submit an Outbound Shipping Form to Service Desk before freight will be released to the driver.</p> <p>Before vacating your booth, bring packages to your shipper. Packages may not be left in booths.</p>
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PACKING UP EARLY AND/OR BEFORE 4:00 PM IS PROHIBITED.

The JA New York Spring Show closes at 4:00 PM on Tuesday, March 18th. Plan your travel arrangements accordingly.

Official show labor will not be allowed onto the show floor until 5:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly. Please be aware that all Exhibitors need to vacate the building by 11:59 PM on Tuesday, March 18th.

Move-In and Move-Out Labor Regulations

- Materials for an exhibit display may not be delivered to the exhibition facility before March 14th.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out and exhibition dates and times may be subject to change. Show Management will notify Exhibitor of official dates, times and any changes.)
- Show Management reserves the right to assign specific days to Exhibitor for delivery of equipment and/or display items. Failure by Exhibitor to abide by such delivery schedule shall obligate that Exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.