

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion and negative impact on the west side of Manhattan. Exhibitors should take notice that 11<sup>th</sup> Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11<sup>th</sup> Avenue due to Lincoln Tunnel congestion concerns.

Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). In an effort to streamline the hand carry process for our exhibitors, the Javits Center's Security and Safety Solutions Department provides all exterior security staffing, and oversight for hand carry operations.

The Javits Center Hand Carry Policy is as follows:

**Approved During Hand Carry Operations:**

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position
- Exhibitors moving materials must use doors and routes designated by event management
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times
- Hanging clothing racks with four wheels are allowed for moving hanging garments
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product
- 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.

**Prohibited During Hand Carry Operations:**

- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging, or collecting exhibitor materials
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance
- Any freight from a box truck, commercial vehicle, or any vehicle larger than a standard van
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company, contractor, or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

**Javits Inner-Roadway:**

- Hand carry operation hours are specific and designated by event management
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van
- All vehicles must be issued a Javits Center Placard to stage
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced
- All vehicles must be parked perpendicular to the curb, staged with back of vehicle at the curb
- Hazard lights must be activated while staged
- Double parking is strictly prohibited and will likely result in a fine or tow
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow
- Pre-pack all exhibit items before staging a vehicle curbside
- Failure to follow the above regulations may lead to a fine and/or vehicle towing

**Loading Docks & Truck Marshaling Area:**

- All vehicles transporting freight larger than a standard van, such as, but not limited to, a moving truck or box truck, are required to load and unload via the Javits Center loading docks
- The loading docks are accessible during designated hand carry hours for all over-sized vehicles and can be accessed without an appointment via the entrance on 12th Avenue and 39<sup>th</sup> Street
- Scheduled hand-carry usage within loading docks and/or designated area within the marshaling building will require an advance appointment with access via the entrance on 12<sup>th</sup> Avenue
- All vehicles are required to register with the general contractor upon arrival at a designated location or in advance through the Javits Center yard management portal.

**Expansion Area Access (Hall 3, Event Space, North Lobby):**

- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points as determined by the event producer
- When only Hall 3 is licensed Exhibitor hand carry will be conducted through the truck marshalling building loading docks. Exhibitors will enter the docks at 40<sup>th</sup> street and 12<sup>th</sup> Ave
- Teamster assist is required when unloading POV in the marshalling yard. Teamster assist is coordinated by show management and GC.
- Hand-carry access will only occur through the inner-roadway via the 3A escalator when 3Hall and 3A hall are licensed together
- The north lobby may not be used to access any part of the Center for the purpose of delivering or removing exhibitor product or materials
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor product or materials
- Specific hand-carry instructions will be published within the show guide

**Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures