

MOVE IN/OUT & SHIPPING

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MOVE IN INFORMATION

BOAT/BULK MOVE IN PROCEDURES

All drivers hauling boats must obtain a move-in card from the check-in office located at the 35th Street & 12th Avenue 30 minutes prior to your scheduled move-in time

- **Vehicles are not permitted into the Javits Center.** If you have a truck towing a boat, you will be allowed in however once the boat is unloaded the vehicle must exit the building and Javits property. If you are in a vehicle carrying staging or stands you will not be permitted in the building. Instead, you will need to have the vehicle unloaded at the docks where labor will be there to assist you in getting your items to your space. (There is no cost for this service) Please plan accordingly for these regulations.

**All display material must arrive no later than 4pm on Monday, January 22.
This includes, staging, stairs, misc. items. Jan 23 move-in is reserved for in-line booths only.**

- **Boat Haulers:** All drivers hauling boats must obtain a move-in card from the check-in office located at the 35th Street & 12th Avenue 30 minutes prior to your scheduled move-in time. Make sure to leave your cell phone number with the boat check-in supervisor so you can be contacted when we are ready for you. You will not be allowed to enter the facility through Truck Entrance without the move-in pass. This card must be displayed in clear view, printed side up on your dash above the steering wheel. Please be aware that there is no space around the Javits Center for staging your vehicle.
- Upon entering the facility, the driver will need to provide a valid driver's license to Public Safety. Once cleared by Public Safety you will be instructed by show staff on where and how you need to proceed.
- **Freight Deliveries:** It is critical that your carrier is scheduled to arrive on your move-in date and time. Freight delivery procedure are the same as the boat shipping and/handling section listed above.
- Exhibitors must arrive at least 30 minutes prior to their targeted time
- ALL CARPET MUST BE LAID IN ADVANCE OF YOUR MOVE IN TIME.
Carpet cannot come with your boats and must be pre-shipped to the warehouse.
- Exhibitor must be on hand to supervise boat placement within the exhibit space.
- Boats must be accompanied by the proper weight bearing, cradle, dolly, stand or trailer.
- Wooden blocks and jack stands (Chained together to ensure stability) are recommended.

BOOTH MOVE IN PROCEDURES

- If you are in a vehicle carrying product or display items you will need to have the vehicle unloaded at the docks where labor will be there to assist you in getting your items to your space. (There is no cost for this service) Please plan accordingly for these regulations.
- It is recommended if you are staging around the building that you have the company name, drivers name, drivers cell phone number on a piece of paper visible on the dash to identify your carrier.
On Site Shipments— It is critical that your carrier is scheduled to arrive on your move-in date and time.