

# Move-In Instructions (In-Line Booths)

## New! Check-In Process

The Javits Center has implemented a vehicle/driver registration system. It is mandatory for all vehicles and drivers to register before entering the facility via the Truck Entrance (12<sup>th</sup> Ave. & 40<sup>th</sup> Street)

You have two options for registering your vehicle and driver:

Option 1. Pre-register prior to your arrival by scanning the QR code or by clicking the link below.



[Click Here for Vehicle & Driver Registration](#)

From the registration home page

- Click on the “Driver Registration Form” at the lower left of page.
- Under “Select Event” click on “Boat Show” in the drop-down menu.
- Fill out the form.
  - Only need to fill in the fields with a \*
  - Drivers first name
  - Drivers last name
  - Driver’s mobile phone #
  - Trailer plate number (if you are not hauling a trailer put in the vehicle plate number)
  - Trailer plate state (if you are not hauling a trailer put in the vehicle plate number)
- Under select delivery type choose “Inbound”
- Click “Submit”

Option 2. On-site Registration at the Check-In Office (12<sup>th</sup> Ave. approximately 1 block north of 34<sup>th</sup> St.)

**We encourage all drivers and vehicles to be pre-registered as it will expedite the move-in process.**

Regardless of being pre-registered or register on-site you will need to check-in at the Boat Show Check-In office on 12<sup>th</sup> Ave. approximately 1 block north of 34<sup>th</sup> St.

**Click Here: [Check-In Office & Truck Entrance Map](#)**

**All Exhibitors:** All drivers looking to access the Javits Center must obtain a move-in pass from the check-in office located at (12<sup>th</sup> Ave. approximately 1 block north of 34<sup>th</sup> St.) 30 minutes prior to your scheduled move-in time to obtain a move-in pass. You will not be allowed to enter the facility via the Truck Entrance without the move-in pass. This pass must be displayed in clear view, printed side up on your dash above the steering wheel. If the driver and trailer are not pre-registered in the Javits Registration system, they will need to do so prior to being issued a move-in card. 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 Carriers Deliveries:** It is critical that your carrier is scheduled to arrive on your move-in date and time. Freight delivery procedures are the same as the boat hauler’s section listed above.

## POV (Personally Owned Vehicles):

If you are in a vehicle with your display and/or product you will not be permitted on the show floor. Instead, you will need to have the vehicle unloaded at the docks where labor will be there to assist in getting your items to your space. (There is no cost for this service) Please plan accordingly for these regulations. POV delivery procedures are the same as the boat hauler’s section listed above.

***Note: tipping is prohibited and against the Javits policy.***

**Vehicle / Trailers must be cleared of snow and ice prior to being allowed admittance.**

**Advance Shipments:** The warehouse for advance shipments is located at:

Exhibitor (Company) Name, Space Number  
New York Boat Show  
c/o ABF Freightways  
414 Maspeth Avenue  
Brooklyn, NY 11211  
718-599-9339

**Shipments can arrive as early as noon December 18.  
Shipments must arrive by 3pm on January 17.**

**[Click Here Booth Move-In Schedule](#)**

**If you need to make special arrangements, please contact us prior to December 29.**

**If you have any questions contact Jon Pritko  
Phone: (646) 370-3645 • [jpritko@nmma.org](mailto:jpritko@nmma.org)**