

# New York Boat Show 2024 (Move-Out Instructions)

**\*\*Reading this in its entirety will assist you in moving out as efficiently as possible\*\***

Carpenter labor is required for dismantling exhibits. Please visit the LI Expo service desk located in the lobby to make early reservations.

Be sure to stop by the LI Expo service desk, prior to move-out, and complete a bill-of-lading (BOL) if you are shipping display materials / products from the Javits Center.

**Parking or load vehicles on 11th Avenue or on the inner roadway off 11th Avenue is prohibited.**

You may hand carry items and exit the facility via 11th Avenue and 36th street.

**It is prohibited to use a hand cart or dolly to move-out via the lobby and out the front of the building.**

## All Exhibitors:

### **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 “outbound”
- 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.

To move out your display you will need to get a move-out pass and dock instructions from the assistant at the Check-In Office located on 12<sup>th</sup> Avenue approximately 1 block north of 34<sup>th</sup> Street. Admission into the Truck Entrance and access to the docks of the facility will not be permitted without a move-out pass.

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

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 / Display Shipping:** If you are shipping your display or product, it is critical that your carrier is scheduled to arrive no later than 6pm on Monday, January 29. All shipments not picked up by your scheduled carrier will be forced to be loaded on an alternative carrier at the shipper’s expense.

## **In-Line Booth Exhibitors:**

**All In-Line Booths must be packed and ready for removal / shipping on Sunday, January 28.**

If you are hand carrying items or utilizing a hand cart you will need to move out via the loading docks. If your cart has more than two wheels you will be required to have union labor assist you. There is no charge for this service.

If you require hand cart services, please do the following:

1. pack up your display
2. go to the LI Expo service counter (located in the lobby)
3. ask to be placed on the hand cart service list.

Please note you must be packed and ready to go before you can be placed on this list. If you are not packed and ready when the labor comes to your booth, they will not be able to assist you and you will lose your spot on the list.

## **Boat & Bulk Space Exhibitors:**

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

At show close aisle carpet must be removed before the return of empty crates which will take approximately two hours. After carpet has been removed, empty crates will be returned to exhibits for re-packing. It will take approximately four hours to return all empty crates to all exhibitors.

**\*\*Due to the volume of boat handling we are unable to stack/unstack trailers.\*\***

**All boats must be removed from the Javits Center by 11:59 PM on Monday, Jan 29.**

**[Click Here: Boat & Bulk Space Move-Out Schedule](#)**