

# Move-In Instructions: In-Line Booths

(Booth Space Numbers 100-1370)

**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.

## [Check-In Office & Vehicle 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 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.***

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

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

Shipments can arrive as early as noon on Monday, December 15.  
Shipments must arrive by 3pm on Wednesday, January 14.

## [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  
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