EASY IS NICE, ON ANY DEVICE.
FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. Booths 300 sq. ft. or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line booth identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in black.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by September 10, 2019.

Any billing discrepancies must be addressed at the Freeman Service Center during normal show hours. Any other discrepancies can be resolved up to but not to exceed 30 days prior to the last day of move-out.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Tuesday October 1, 2019 8:00 AM - 5:00 PM - By Target
Wednesday October 2, 2019 8:00 AM - 5:00 PM - By Target
All crates must be off of the floor by end of day.
During exhibitor move-in/set-up, exhibitors may continue to work on their booths until 9:00 PM. However, they must stay with the exhibit hall. Once an individual leave the hall, re-entry will NOT be permitted.

SHOW FLOOR HOURS
Badged exhibitors will have access to the exhibit hall at 7:30 AM each morning October 3 - 6, 2019 and until 9:00 PM each evening October 3 - 5, 2019.
Thursday October 3, 2019 10:00 AM - 7:00 PM *Artist Alley open until 8:00 PM
Friday October 4, 2019 10:00 AM - 7:00 PM *Artist Alley open until 8:00 PM
Saturday October 5, 2019 10:00 AM - 7:00 PM *Artist Alley open until 8:00 PM
Sunday October 6, 2019 10:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Sunday October 6, 2019 5:00 PM - 9:00 PM Double Time Rates Apply
Monday October 7, 2019 8:00 AM - 4:00 PM
Tuesday October 8, 2019 8:00 AM - 12:00 PM
DISMANTLE AND MOVE-OUT INFORMATION
We will return empty containers by October 6, 2019 at 10:00 PM. All exhibitor materials must be removed from the exhibit facility by Tuesday, October 8, 2019 at 12:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by the following times for each day:
- If you are loading out on Sunday, October 6th, driver check-in no later than 8:00 PM
- If you are loading out on Monday, October 7th, driver check-in no later than 2:00 PM
- If you are loading out on Tuesday, October 8th, driver check-in no later than 10:00 AM

If your carrier is NOT checked in by 10:00 AM Tuesday, October 8th, your freight will be re-routed or sent back to the Freeman warehouse.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/ Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freeman.com

SERVICE CENTER HOURS
We will have staff available at the Freeman Service Center as follows:
Tuesday  October 1, 2019  8:00 AM - 5:00 PM
Wednesday October 2, 2019  8:00 AM - 5:00 PM
Thursday October 3, 2019  8:00 AM - 7:00 PM
Friday  October 4, 2019  10:00 AM - 7:00 PM
Saturday October 5, 2019  10:00 AM - 7:00 PM
Sunday October 6, 2019  10:00 AM - 9:00 PM
Monday  October 7, 2019  8:00 AM - 5:00 PM
Tuesday  October 8, 2019  8:00 AM - 12:00 PM

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by September 10, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new FreemanOnline Mobile App.
To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

- **Exhibiting Company Name / Booth #**
- **NEW YORK COMIC CON 2019**
- C/O FREEMAN
- 909 NEWARK TURNPIKE
- KEARNY, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Friday, August 30, 2019 at the above address. Material arriving after September 20, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108” H x 93” W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

- **Exhibiting Company Name / Booth #**
- **NEW YORK COMIC CON 2019**
- C/O FREEMAN
- JACOB K JAVITS CONVENTION CENTER
- 655 W 34TH ST
- NEW YORK, NY 10001-1188

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 1, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

**Please note:** All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS at http://www.javitscenter.com/plan/policies to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ADDITIONAL SHOW INFORMATION**

Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out
LEND-A-HAND PROGRAM
For those exhibitors who are “do-it-yourself-ers” we’re offering a little extra assistance. We’ve secured easier access and additional free labor for both move-in and move-out. Please review the details and qualifications closely:

LEND-A-HAND MOVE-IN
• “POV” (Privately Owned Vehicles) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV’s and must report directly to FREEMAN Marshaling Yard.
• All box trucks, regardless of length shall not be permitted in the POV/Lend-A-Hand areas and must go to the loading dock in the rear of the exhibit hall. All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials.
• Vehicles with trailers are also not permitted in the POV/Lend-A-Hand areas and must also go to the loading dock in the rear of the exhibit hall. All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials.
• Program Time & Dates
  o Tuesday, October 1, 2019 from 9:00 AM – 6:00 PM
  o Wednesday, October 2, 2019 from 8:00 AM – 6:00 PM
• Vehicles may enter at 34th Street and 11th Avenue next to the Javits for assisted labor
• On 34th Street next to the Javits, free labor will assist with unloading materials from the vehicle and brought directly to the booth. A check-in area will be provided for this service. Labor will be provided at a first come, first serve basis
• Labor assistance on 34th Street is provided at NO Charge and Tipping labor is strictly prohibited
• Exhibitors are still permitted to self-load / unload and move materials using a 2-wheeled hand truck from the POV lane of the Inner-Roadway

LEND-A-HAND MOVE-OUT
• There will be a sign-in area for assisted labor move-out at 34th Street and 11th Avenue next to the Javits
• If you wish to utilize this service, sign in at the predetermined location at the shows conclusion and labor will be provided to come to your booth, load your materials and bring to your vehicle
• Labor assistance on 34th Street is provided at NO Charge and Tipping labor is strictly prohibited
• Program Time & Dates
  o Sunday, October 6, 2019 6:00 PM – 11:59 PM

Privately Owned Vehicles (POV) - Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV’s.

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times.

Self-Unloading/ Privately Owned Vehicles (POV) Access Area - For Hand-Carry items the Javits Center is very flexible it comes to off-loading your booth materials as long as you follow the rules. The movement of all freight from the loading docks at the Javits Center is handled by Teamsters. However, Exhibitors are allowed to bring in certain hand-carried items through the front of the building on 11th Avenue (east side) and at specified times, the north side, as long as traffic regulations are obeyed.

A special POV LANE and short term parking area will be located in the “Inner-Roadway” off of 11th Avenue.
Suitable vehicles for the self-service hand-carry unloading procedure - Privately Owned Vehicles (POV’s) are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV’s and must report directly to FREEMAN Marshalling Yard.

Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times. These Vehicles Will Be Directed To The Javits Loading Docks And Unloaded By Union Labor At The Exhibitor’s Expense.

All single occupancy vehicles will be turned away by security personnel – no exceptions. There must be someone representing the exhibitor with the vehicle at all times/vehicles left unattended will be towed at exhibitor expense.

- Temporary loading and unloading zones are assigned and managed by Javits Public Safety personnel in conjunction with show management staff
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van.
- Vehicles must be attended by a licensed driver at all times
- Moving company trucks may be loaded and unloaded only on the Javits Center loading dock by Javits Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on the north end or anywhere else in the vicinity of the Center, as their freight is not considered "hand carry" regardless of its size. Under no circumstances will moving company employees, or any persons other than Javits Freight Handlers or direct employees of an exhibiting company engaged in legitimate "hand carry," be permitted to handle freight on Javits Center property
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments
- "Pop-up" displays, equal or less than 10’ in length, capable of being carried by hand by one person may be brought in
- Exhibitors moving items must use the doors and routes designated by event management
- Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at 201-299-7575 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by September 10, 2019.

AVOID DELAY
Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC’s). Thank you for your cooperation

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

Call Freeman’s Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.