SHIPPING INFORMATION

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email Inquiry@NYComicCon.com. Click on the Vendor Forms & Guidelines section of the online manual to see all approved vendors for this event.

PAGE 1 OF 6

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.

DELIVERY OF FREIGHT

http://www.javitscenter.com/plan/policies/ - The Center does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Center after the official move-in date must be to the attention of the event general decorating contractor. All equipment brought into the Center must be delivered and removed through the loading dock areas. The Center will not accept shipment of freight and/or material to the show manager. An exception to this is equipment loaded through the Taxi Drop off access door for use on level 2. All equipment brought into
SHIPPING INFORMATION

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email Inquiry@NYComicCon.com. Click on the Vendor Forms & Guidelines section of the online manual to see all approved vendors for this event.

PAGE 2 OF 6

the Center must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by the Center.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, October 9th 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 by Tuesday, October 8th then your freight will be re-routed or sent back to the Freeman warehouse.

FREIGHT MOVING

https://www.javitscenter.com/plan/policies/ - Javits' Freight Handlers are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts. Freight Handlers are hired from the Center by general decorating contractors. Freight Handlers work under the direction and supervision of the general decorating contractor and their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.

Work Hours:
Freight Handlers are paid straight time for the first eight (8) hours worked and overtime for any hours worked beyond eight (8) on Mondays through Fridays. They are paid time and a half for all hours worked on Saturdays and Sundays. They are paid double time for all hours worked on holidays. Freight Handler's have 11 holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, and Christmas.

Freight Moving Exhibitors May Perform (Hand Carry Policy)
The Javits Center is the busiest convention center in the United States, and as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during move-in and move-out periods. The hand carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion. Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD).

For move-in and/or move-out periods during large trade shows, the Javits Center will often request assistance from the NYPD to facilitate curbside standing of personal vehicles and small vans along the west side of 11th Avenue between West 34th Street and West 40th streets. However, this does not grant immunity from potential ticketing or vehicle towing to customers who ignore the regulations established by the Javits Center in conjunction with the NYPD and other regulatory agencies. In an effort to address these concerns and to streamline the hand carry process, effective immediately, the Javits Center’s Security and Safety Solutions Department will conduct all exterior security staffing, oversight and enforcement for hand carry operations.
The Javits Center Hand Carry Policy is as follows:

Approved During Hand Carry Operations:
- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- 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 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building’s regulations.

Prohibited During Hand Carry Operations:
- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

On the west side of 11th Avenue between 34th Street and 40th Street:
- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

On the Inner Roadway along 11th Avenue:
- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner’s expense.

On the Javits Center Loading Docks:
SHIPPING INFORMATION

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email Inquiry@NYComicCon.com. Click on the Vendor Forms & Guidelines section of the online manual to see all approved vendors for this event.

PAGE 4 OF 6

- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 12th Avenue;
- All such vehicles are required to register with security upon arrival.

Enforcement for Hand Carry Operations:

- The Javits Center’s Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.

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.

LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Sunday afternoon, October 6, 2019. Only then can you be reasonably assured of a start time.

LABOR PROVIDED BY THE CENTER

The Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center’s employees to perform the following work: Electric Work, Freight Moving, General Exhibit Building Functions, Plumbing Work, Rigging and Telephone Work. Please refer to the Vendor Forms & Guidelines section of the online manual for order information.

LABOR REGULATIONS

New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. FREEMAN is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in the Vendor Forms & Guidelines section of the online manual. If you have any further questions or would like a quote for labor services, you may contact FREEMAN directly at (201) 299-7575.

OUTBOUND SHIPPING

FREEMAN Transportation is the Official Carrier of NEW YORK COMIC CON. Please refer to the Vendor Forms & Guidelines section of the online manual for order information. Please be sure to indicate your booth number on all forms. FREEMAN TRANSPORTATION will maintain a full staff on-site at the Exhibitor Service Center.
SHIPPING INFORMATION

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email Inquiry@NYComicCon.com. Click on the Vendor Forms & Guidelines section of the online manual to see all approved vendors for this event.

PAGE 5 OF 6

POST SHOW PAPERWORK AND LABELS

The FREEMAN 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.

UNION JURISDICTIONS AT JACOB JAVITS CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

- **TEAMSTER UNION:** Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor’s expense.

- **CARPENTER UNION:** Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

- **ELECTRICAL UNION:** Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Full time employees of the exhibiting company may install and dismantle their own Pop-up exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met: 1) No tools are used in the assembly or dismantle; 2) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 25' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

GENERAL INFORMATION:

- **FLAMEPROOFING:** Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.
SHIPPING INFORMATION

For assistance, please contact our Exhibitor Service Department at (888) 605-6059 or email Inquiry@NYComicCon.com. Click on the Vendor Forms & Guidelines section of the online manual to see all approved vendors for this event.

PAGE 6 OF 6

- **INSURANCE:** Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However; every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.

**VENDOR INVOICES**

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.