

Delivery Instructions for Freeman Events at JKJCC

Driver Check-In Step by Step Instructions:

1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12th Ave and 36th St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When the driver gets called, drive to 369 12th Ave, New York, NY 10001 and check in with Javits Security. All drivers must present their drivers license/ CDL to security and retrieve paperwork from the Freeman supervisor located with security.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.
7. Office phone number is **212-216-2780**.

