

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**
 - Tuesday, October 04, 2022 from 9:00 AM – 6:00 PM**
 - Wednesday, October 05, 2022 from 8:00 AM – 6:00 PM**
- Vehicles may enter at 369 12th Ave and proceed to the Level 3 North loading docks 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 via Lend-A-Hand placard at the Level 3 North loading docks 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 the Level 3 North loading docks
- 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 via Lend-A-Hand placard at the Level 3 North loading docks is provided at NO Charge and Tipping labor is strictly prohibited
- **Program Time & Dates**
 - Sunday, October 09, 2022 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

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 Marshaling 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 Un- loading 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