

# Jacob K. Javits Convention Center Marshalling Yard & Delivery Information

## Inbound marshalling yard information

This show includes a marshalling yard. If you are shipping to show site, make sure to note for your carrier that all carriers must check into the Marshalling Yard before arriving to the show site address and provide this address to your carrier when shipping to show site.

Please ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. The marshalling yard hours are 8:00am-2:30pm.

## Outbound marshalling yard information

For this event, all carriers must check into the marshalling yard before arriving to the show site address. Please provide this address to your carrier. The marshalling yard hours are 8:00am-2:30pm.

## Show site location information

- Freeman will receive shipments at the exhibit facility beginning October 15, 2024.
- 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.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

## Marshalling yard information & driver check-in step by step instructions:

Jacob K. Javits Convention Center has an onsite marshalling yard. Drivers must check in following the steps below before they can proceed to the truck delivery entrance at 369 12th Ave, New York, NY 10018.

1. Driver must park on 12th Ave and visit the North Freight Check-in Office located on 12th Ave.
2. At check-in driver presents bill of lading (BOL) with booth number, exhibitor name, trailer license plate number and state, tractor license number and state, trailer number along with a valid physical driver's license and certified truck scale weight tickets.
3. Upon checking in, driver will receive a driver number and be directed to the internal marshalling area or dock as space permits. If event is marshalled, driver must wait in their truck until dispatched.
4. Freeman supervisor directs driver to proceed to assigned dock area where driver is given specific dock number to back into.
5. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility.
6. Office phone number is **212-216-2780**.

# Marshalling yard & driver check-in map

