

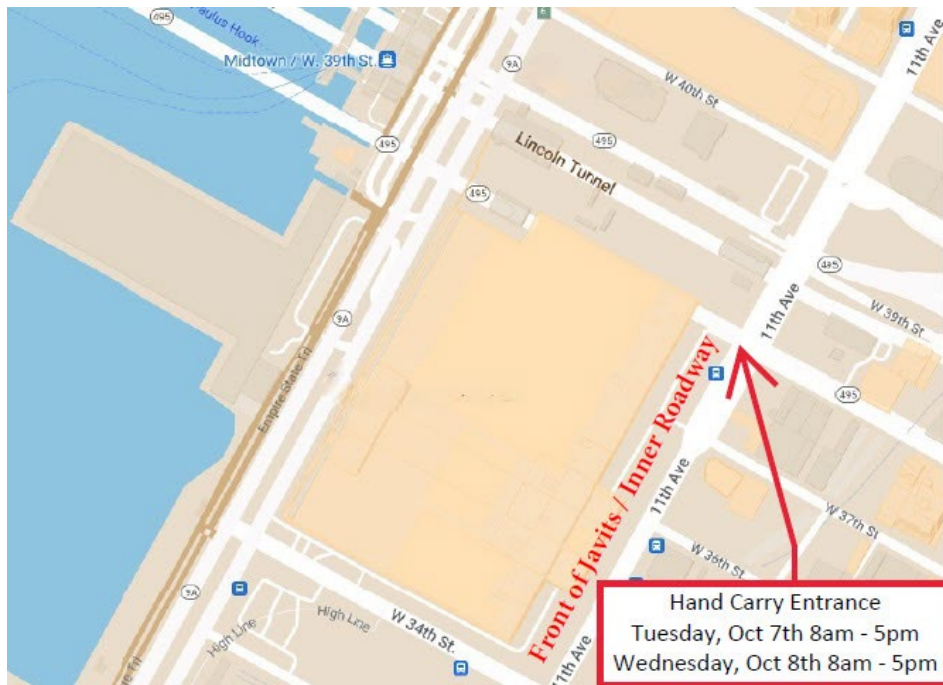


NYCC HAND CARRY RULES

Here are the current [Javits policies](#) from their guidelines, which will be strictly enforced.

1. Hour of Operation and Location:

- Hand carry operation hours are Tuesday, Oct 7th 8:00am – 5:00pm and Wednesday, Oct 8th 8:00am – 5:00pm.
- Exhibitors moving materials must use access points located on the Inner Roadway off 11th Avenue.



2. Exhibitor Rules for Hand Carry Operations:

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles will be issued a Javits Center Placard to stage.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced.
- Hazard lights must be activated while staged.



- Hand-carried items can be brought in through the front of the building (east side) for South Javits only through the inner roadway and only during event specified times.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.
- Exhibitors display items which can be hand carried by one person.
- Exhibitors display items which can be moved on a two-wheel hand truck or baggage cart.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade products.
- For the inner roadway, all vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb or as directed by Javits Center Public Safety.
- For the outbound, pre-pack all exhibit items before staging a vehicle curbside.

3. Strict Restrictions on the Following During Hand Carry Operations:

- The north lobby atrium may not be used to access any part of the Center for the purpose of delivering or removing exhibitor products or materials.
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor products or materials.
- The use of the Crystal Palace for any hand-carry operations.
- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging, or collecting exhibitor materials.
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials.
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any items or materials from a box truck, commercial vehicle, or any vehicle larger than a standard van.
- Any items or materials moved on equipment larger than a two-wheeled baggage cart.
- Any items or materials that cannot be hand carried by one person.



- Any items or materials 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.
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow.

4. **Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation.
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.
- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points.