

## Booth details

### Booth equipment

For booth information please [click here](#).

Booth Display Rules & Regulations please [click here](#) for Exhibitor Manual.

### Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in black. Flooring is recommended, but not required.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by September 16, 2025.

### Exhibitor move-in

Tuesday, October 7, 2025	8:00AM - 5:00PM	By Target
Wednesday, October 8, 2025	8:00AM - 5:00PM	By Target
Wednesday, October 8, 2025	11:00AM - 5:00PM	Artist Alley

During exhibitor move-in/set-up, exhibitors may continue to work on their booths until 9:00PM. However, they must stay within the exhibit hall. Once an individual leaves the hall, re-entry will NOT be permitted.

### Exhibit hall hours

Thursday, October 9, 2025	10:00AM - 7:00PM	Artist Alley open until 8:00PM
Friday, October 10, 2025	10:00AM - 7:00PM	Artist Alley open until 8:00PM
Saturday, October 11, 2025	10:00AM - 7:00PM	Artist Alley open until 8:00PM
Sunday, October 12, 2025	10:00AM - 5:00PM	

Badged exhibitors will have access to the exhibit hall at 7:30AM each morning October 9-12, 2025 and until 9:00PM each evening October 9-12, 2025.

### Exhibitor move-out

Sunday, October 12, 2025	5:00PM - 10:00PM	
Monday, October 13, 2025	8:00AM - 3:00PM	Double time rates apply
Tuesday, October 14, 2025	8:00AM - 12:00PM	

Freeman will begin returning empty containers when Fans are off the show floor and the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

EAC's cannot bring any of their equipment on the show floor until 6:00PM (even if through the front).

**New York Comic Con operates on a Targeted Freight Move-In System.** Please refer to the color-coded target floorplan for your specific target date and time for move-in. Exhibitors cannot move-in/set-up before their allotted time whether freight is shipping in, you are hand carrying or participating in the Lend-A-Hand Program. You do not have to begin construction/set-up of your booth on your target date/time. Any shipped items should be at the convention center on that date and time.

Your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date and time applies to when your subject to change.

shipment(s) must be received by, it does not mean you must begin to set-up your booth at that time.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first and is automatically "on target". Show site shipments are unloaded on a first-come-first-serve basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00AM - 1:00PM, it is best to request your labor report to your booth no earlier than 1:00PM.

## Shipping and material handling

### Warehouse shipping address:

Exhibiting Company Name / Booth Number  
New York Comic Con 2025  
C/O Freeman  
140 Central Ave, Ste 130  
Kearny, NJ 07032  
USA

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 08, 2025 at the above address.
- Material arriving after September 30, 2025 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: (888) 508-5054.

### Show site shipping address:

Exhibiting Company Name / Booth Number  
New York Comic Con 2025  
Jacob K Javits Convention Center  
C/O Freeman  
369 12th Ave  
New York, NY 10018  
USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning October 07, 2025.
- 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.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

## Service contractor contact information

### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation@](#).

subject to change.

## **Exhibitor frequently asked questions**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

## **Exhibitor service hours**

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## **Pre-show checklist**

### **Labor information**

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

### **Show paperwork and labels**

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## **During show checklist**

### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

## **Move-out checklist**

### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by October 14, 2025 - 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 October 14, 2025 - 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### **Excessive trash and booth abandonment**

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.