

Javits Center Hand Carry Policy

Freight Moving Exhibitors May Perform (Hand Carry Policy)

The hand carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion. Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD).

The Javits Center Hand Carry Policy is as follows:

Approved During Hand Carry Operations:

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- 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 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

Prohibited During Hand Carry Operations:

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight 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.

On the Inner Roadway along 11th Avenue:

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;

- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

On the Javits Center Loading Docks:

- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 12th Avenue;
- and All such vehicles are required to register with security upon arrival.

Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.