

# COTERIE MAGIC

SEPTEMBER 18-20, 2022

JAVITS CENTER, NYC

## HAND CARRY GUIDELINES

The following is the Javits Center Hand Carry Policy; this policy is enforced by the Javits Center and its union rules. Please see the kit provided to you by Informa and GES for your designated move in dates and times.

### The following hand carry procedures are permitted:

- Hand-carry is not allowed through the Crystal Palace. Please follow designated routes.
- There must be two licensed drivers in the car or van (under 10ft) to enter the hand carry area; one licensed driver must remain with the vehicle at all times. The Javits Center is a State building and Homeland Security does not permit unattended vehicles at any time
- Identification to prove employment of exhibiting company is required
- Individuals moving these items **must be** employees of the exhibiting company and must carry ID to verify their position
- Exhibitors moving items must use doors and routes designated by Show Management and Security
- Hand-carried items may be moved out at specified times, 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 only
- Pop-up displays -equal or less than 10 feet in length and capable of being carried by hand by one person– are permitted
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure all compliance with the building's regulations
- The Javits Center has the right to enforce the building's regulations of a twenty-minute time limit

### The following hand carry procedures are prohibited:

- Hand-carry is not allowed through the Crystal Palace. Please follow designated routes.
- Any vehicle larger than an Econoline van that is not commercially operated
- Full sized hand trucks and platform trucks
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or Freight Company, contractor, or any persons other than official freight handlers that GES must hire from the Javits Center or be direct employees of an exhibiting company, engaged in approved hand carry operations
- Power tools, ladders, vacuums or any other type of carpenter/construction equipment
- Freight transported up or down the building's escalators

**All trucks must be routed through the loading docks.**

PERMITTED/ NOT PERMITTED:

### VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup



**Box trucks attempting to unload on 11th Avenue will be re-directed to the loading docks**

# COTERIE MAGIC

SEPTEMBER 18-20, 2022

JAVITS CENTER, NYC

## PERSONAL VEHICLES/PORTER SERVICE

Exhibitors may unload/load themselves **as long as items and vehicles comply with all Javits Center Hand Carry Policies as outlined**. For those that wish assistance, complimentary porter service is offered on a first-come, first-served basis during move-in and move-out.

### Porter Service Sign Up:

**Move-in:** Once a space becomes available and your vehicle is allowed into the Inner Roadway you will be able to sign up for assistance at the GES Porter Desk, located just inside the front doors of the Javits Center North Concourse. The movers will unload your materials from your vehicle and deliver them to your booth (on a first-come, first-served basis).

**Move-out:** Once your booth is **packed and ready to go**, sign up at the GES Porter Desk (same location as move-in). Bring your vehicle to the designated Inner Roadway loading area and once your vehicle is allowed into a space and movers are available, your materials will be loaded into your vehicle (on a first-come, first-served basis).

Please note: During move-in and move-out, vehicles cannot be left unattended; there is a strict time limit to unload/load of 20 minutes. These regulations are enforced by the venue.

Booth Package racks and other rental items will not be permitted in the hand-carry area or be used to help with your move-in or move-out. All rented items must remain on the show floor.