

ASSISTED HAND CARRY PACK UP GUIDANCE

Self-loading of vehicles from the dock area, on 11th Avenue or through the inner roadway is strictly prohibited.

Absolutely no rolling carts will be allowed through the lobby of the Javits Convention Center

During Exhibitor move-out all exhibitors participating in the Assisted Hand Carry loadout program must abide by the following rules.

Packing, Pallets, labels and Shrink wrap:

- There will be dedicated GSC freight crews available to help exhibitors with their material handling needs.
- Shrink-wrap and labels will be available from the Exhibitor Service Center located at Crystal Palace.
- Pallets can be provided by request from the Hand Carry Freight Desk in back of Hall 3B.

Freight Aisle:

- **Please DO NOT place merchandise in the NO FREIGHT aisles. Forklifts will use these aisles as express aisles to expedite the removal of your product.**

Dock Pass:

- Once *completely packed*, exhibitors will be able to get a **dock pass** that will allow vehicle access to the loading dock area
- **Dock passes** will be available at the Hand Carry Freight Desks located in back of 3B no earlier than 30 minutes after event closure.
Note: You must be completely packed and ready to retrieve your vehicle before you request this Pass.

Dock Access

Once you have your **dock pass**, you may **then** retrieve your vehicle and bring it to 369 12th at 12th and 40th streets where vehicles will be checked-in and marshalled.

- **You must have your dock pass before your vehicles will be allowed to check-in.**

As long as you follow the rules of the Assisted Hand Carry pack out program, all of these benefits will be provided to you at No Charge, compliments of the event.