

Operational Policies & Guidelines

The Javits Center team wants your experience at our facility to be as enjoyable and trouble-free as possible. That's why it's important for Event Managers to review and adhere to the policies described in our list of Building Rules. Operational Policies below delineate the scope of permitted work performed by Exhibitors, Event Managers, and Contractors. The rules and guidelines below were developed to ensure both the smooth operation of Javits Center events and the safety of all exhibitors and attendees. If you have questions, call 212-216-2090, Monday-Friday, 9 am - 5 pm EST.

The Javits Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Javits Center's employees to perform the following work. Please refer to our Operational Policies during your planning before coming to Exhibit at the Javits Center.

Operational Policies

+ General Servicing Contractor

General Servicing Contractors are hired by your event manager. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Servicing Contractors supply their own on site management and supervisors and hire freight moving and exhibit building labor from the Javits Center. In order to hire labor directly from the Center, General Servicing Contractors must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

+ Exhibit Appointed Contractors

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

+ Freight Moving

Javits' Freight Handlers are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts. Freight Handlers are hired from the Center by general decorating





contractors. Freight Handlers work under the direction and supervision of the general decorating contractor and their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 553.

Work Hours:

Freight Handlers are paid straight time for the first eight (8) hours worked and overtime for any hours worked beyond eight (8) on Mondays through Fridays. They are paid time and a half for all hours worked on Saturdays and Sundays. They are paid double time for all hours worked on holidays.

Freight Handlers work a minimum of 8 hours. Freight Handler's have 11 holidays: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, and Christmas.

+ Hand Carry Policy

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion, reduce our carbon footprint, and the negative impact on the west side of Manhattan. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand carry materials as in years past. Likewise, hand carry materials **are no longer permitted** to enter Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.

Your event will publish the hand carry hours of operation, location, and entrance availability in advance of your event. Likewise, the Javits Center Public Safety team will organize and coordinate all hand carry operations for your event. In certain cases, depending upon need and availability of space, the rear of exhibit halls and/or our new truck marshaling building may be used for hand carry operations. In all cases, your event will communicate the logistics surrounding your hand carry needs.

The Javits Center Hand Carry Policy is as follows:

- **Hour of Operation and Location:**
 - Hand carry operation hours are specific and designated by event management.
 - Exhibitors moving materials must use access points and routes designated by event management.
- **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.
- **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.
- **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.





+ Exhibit Building

Carpenters perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and reskidding and turntables; application of adhesive graphics; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work.

Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Carpenters are hired from the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors' direction and supervision and their shifts are organized and determined by the contractor.

Work Hours:

Carpenters are paid straight time for the first eight (8) hours of their shift and are paid time and a half for hours worked beyond the eight, Monday through Friday. They are paid time and a half for hours worked on Saturday and on any Sunday that they work at least seven (7) hours. They are paid double time on holidays and on Sunday if they work less than seven (7) hours.

Exhibit Builders work a minimum of 4 hours. Holidays are: New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Columbus Day; Election Day (in a Presidential Election year); Thanksgiving, day after Thanksgiving and Christmas.

Building Work Exhibitors May Do Themselves

- Exhibitors may erect and dismantle displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders. Exhibitors' may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense. The Javits Center may issue more detailed rules on this from time to time.

+ Rigging

Rigging is performed by Javits employees. The nature of the work involved will determine which employees perform rigging work.

+ Electrical

Javits Center electricians:





- Install and remove all electrical wiring, load centers, disconnects and distribution of panels.
- Install and dismantle all lighting, audio and video systems (including monitors), as well as install and remove all data, video and audio cable inside exhibits or under carpets.
- Operate all sound, light or video systems unless specific exemption is approved by the Javits electrical department.

Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

Work Hours:

The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Straight time hours include 7:30am to 3:00pm., Monday through Friday. Overtime hours include: 3:00pm to 7:30am., Monday through Sunday and Holidays.

Electricians work a minimum of 7 hours. Electricians have 12 holidays — New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after and Christmas.

Electric Work Exhibitors May Do Themselves

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 500 watts or less.
- Connect modems, printers, computers and keyboards.
- Install their own light bulbs.
- Test and tune their own equipment.
- Run their own communications cable between machines in the same booth above the booth carpet.
- Exhibitors may install and dismantle their own lights in booths 400 square feet or less without the use of tools or ladders — provided that the service order is for no more than 500 watts.
- Connect up to fourteen (14) pieces of computer and/or telecommunications equipment to cables run by electricians.





+ Telephone

Javits' telephone electricians install, remove and repair all telephone lines. Telephone technicians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

Work Hours:

Telephone electrician's normal work hours are 7:30 A.M. to 3 P.M. each day. Most of the telephone service rates include labor. Telephone labor is only applied for work as requested which is not part of the service order form and for repairs and relocation. In these instances, straight time rates are charged Monday to Friday, 7:30 A.M. to 3 P.M. (except holidays). At all other times, Monday through Friday, Saturday, Sunday and holidays, overtime rates are charged. Telephone electricians have 11 holidays; New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving and the day after and Christmas.

Telephone Work Exhibitors May Do Themselves

Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.

+ Plumbing

Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.

Work Hours:

Normal work shift for plumbers is 7:30 A.M. to 3 P.M. Most of the plumbing service rates include labor. Plumbing labor is only applied for work as requested which is not on the plumbing service order form and for repairs and relocations. In these instances, straight time rates are charged Monday to Friday 7:30 A.M. to 3 P.M. (except holidays). At all other times (including hours after 3 P.M. to 7:30 A.M. Monday through Friday, Saturday, Sunday and holidays) overtime rates are charged. Plumber's have 10 holidays; New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Election Day; Thanksgiving and the day after and Christmas.

Plumbing Work Exhibitors May Do Themselves:

- Test, tune or repair exhibitor own equipment.

+ Cleaning





Javits' Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.

Work Hours:

Cleaners work at any time as determined by Javits management or, when porter service is ordered, at times requested by exhibitors.

Cleaning Work Exhibitors May Do Themselves

Exhibitor may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

+ Meeting Room Set Up

Javits' set-up personnel move and arrange all house furniture for use in meeting rooms. Your event manager gets the first set-up at no charge. A charge is normally assessed for changeovers, additions, and stages. Set-up personnel are represented by the International Brotherhood of Teamsters, Local 237.

Work Hours: Javits set-up personnel work at times determined by Javits management.

+ Company Personnel as Managers and Supervisors

Contractors are permitted to use their own personnel as managers and supervisors of Javits Center Carpenters and Freight Handlers — provided that they have completed a questionnaire and have been approved by the Javits Center, that they are performing legitimate managerial tasks and are not performing work within the jurisdiction of the Javits Center Carpenters or Freight Handlers, and that the company maintains a reasonable ratio of managers and supervisors to labor. Approved managers and supervisors will be issued a Javits Center identification card. Managers and supervisors are required to wear these identification cards in a visible location at all times that they are at the Javits Center. Violation of any of these conditions may result in a revocation — not only of the manager/supervisor's authorization — but also of the company's authorization to conduct business at the Javits Center.

Important:

These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.

+ Driver Check-In

All event-related deliveries should be directed to 369 12th Avenue. All deliveries for an event must be received by your event's General Service Contractor as Javits does not accept advanced deliveries. Prior to gaining access, all drivers are required to check in at one of two





check-in offices on 12th Avenue. Drivers should register in advance at the link on the Javits website or by scanning the QR code onsite to expedite the delivery process. Drivers will be notified via SMS text for further delivery instructions.

+ Safety Rules for All Employees and Contractors

- [General Safety Rules for All Employees, Contractors, and Vendors](#)
- [Bloodborne Pathogens](#)
- [Forklift Safety Policy](#)
- [Lockout Tagout Policy](#)
- [Personal Protective Equipment](#)
- [Hazardous Waste Management](#)
- [Universal Waste Management](#)

+ Elevators and Escalators

- Elevators and Escalators
 - All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages, and other similar devices. Normally, escalators are not operated on move-in and move-out periods.
 - Passenger elevators are not to be used for transporting heavy freight and equipment.
- Center Access
- Center employees on official business cannot be denied access by event management or any of their sub-contractors to any areas within the facility.

+ Motorized Vehicles

- Motor vehicles must be turned off when parked inside.
- Operating equipment or machinery must not be left unattended.
- Motor vehicles may be operated on carpeted areas of the Center when approval is given by Center staff. Protective material must be placed in the carpeted areas for protection





of floor surface. The show manager is responsible for all damages and for restoration of the damaged areas to the original condition.

- All forklifts or other heavy loading devices operated within the Center must be operated by certified personnel.
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by Javits management. In those instances, the forklift must have pneumatic tires.
- Forklifts are not permitted to operate in the River Pavilion, or in carpeted halls 1D and 1E, unless a pathway of masonite is constructed.
- Motor driven aerial lifts must have wheels covered with "shrink-wrap" to operate on the River Pavilion and carpeted halls 1D and 1E.
- Parking on the loading docks or inside the Center (except for loading and unloading) is prohibited; violators will be towed at owner's expense.
- Three and four wheel motorized carts may be operated on roadways, loading docks, non-carpeted event space, but are never permitted on any terrazzo, meeting rooms, common areas or permanently carpeted event space.
- See "Display Vehicles" in the Fire Safety section of these Rules.

+ Animals

Service animals for persons with disabilities are welcome at the Javits Center. Service animals are limited to dogs(1) that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

No other animals are permitted in the Javits Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Although emotional support animals and/or comfort animals are often used as part of a medical treatment plan as therapy animals, they are not service animals and therefore are not permitted in the Javits Center.

If animals are approved by the Javits Center:

- Event managers must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting).
- Animals may not come into contact with the public, must be accompanied by a handler at all times and must be on a leash, within an enclosure or under similar control at all times.
- The Event Manager, Exhibitor and owner take full responsibility for the animal(s).





- The Event Manager's, Exhibitor's and owner's insurance policy for their event must not exclude live animals or it must state that live animals are covered.
- The Event Manager must sign an acknowledgement letter indemnifying and defending the Javits Center in the event of personal injury, death or damage to property resulting from such animals.
- The Event Manager or Exhibitor must provide the Javits Center with:
 - Health certificates for each animal and
 - Up-to-date Veterinary records, including shots, for each animal.

Insurance coverage provided by the Event Manager, Exhibitor and owner (whichever is applicable) should name the following entities as additional insureds and provide a waiver of subrogation in favor of said parties:

- New York Convention Center Operating Corporation a/k/a Jacob K. Javits Convention Center of New York,
- The State of New York,
- New York Convention Center Development Corporation,
- New York State Urban Development Corporation d/b/a Empire State Development,
- The Triborough Bridge and Tunnel Authority and their respective directors, officer(s), agent(s) and employees.

(1) Certain miniature horses may also be service animals. Please contact the Javits Center Legal Department before arriving if you have any questions about using miniature horses as service animals.

+ High Risk Activities

All high risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

+ Personal Transporters

Motorized personal transporters, scooters and similar vehicles are not permitted in the Javits Center absent a compelling need, coupled with assurances of safe operation and adequate insurance coverage provided by Event Management, all of which must be approved by the Javits Center at least 30 days in advance. Motorized devices are permitted for use by people





with mobility impairments as described in the "Accessibility" information on the Javits Center's website. The Javits Center offers personal mobility vehicles for rent during events, and individuals interested in renting such a vehicle can call 212.216.2319 or order one here (orders.javitscenter.com). Once the mobility vehicle is ordered, it can be picked up at the Concierge Desk in the Crystal Palace.

+ Hazardous Materials

Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Javits Center management. More information on Hazardous Materials is available in the "Fire Safety" section of these Rules. Firearms, weapons, and live ammunition may not be displayed or sold at Javits Center events.

+ Decorations

- Adhesive-backed decals and flooring are strictly prohibited and cannot be used for any purpose within the Center.
- The use of any glitter is not permitted in the carpeted areas of the Center. Decorative use of glitter in other areas must be approved by Javits management. A cleaning fee may be assessed for any use of glitter.
- Fountains, and other water containers used for decorative purpose, must be waterproofed and inspected by the Center's Building Operations Department.

More information on Decorations is available in the "Fire Safety" section of these Rules.

+ Painting or Making Building Alterations

Painting any structural part of the Javits Center (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited.

+ Fire Safety

The Javits Center is committed to maintaining a safe environment and to promoting and enforcing responsible safety practices. The following Fire Safety Rules apply to Show Managers, Contractors and Exhibitors. Notices will be issued for violations and/or failing to take corrective measures. Show Managers are responsible for correcting violations. Failure to do so will result in remedial action by Javits (e.g. removal of non-compliant structures, posting of a Fire Watch) at show management's expense.

The Center operates and staffs on a 24-hour basis the Command Center that monitors fire safety and all other safety features of the Center. The Command Center responds to all emergencies, including fire emergencies or call (212) 216-2222 from your phone. Give your name, type of emergency and exact location of the occurrence.



+ General Fire Safety Restrictions

The following are strictly prohibited within Center:

- Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.
- Spray painting
- Storage or use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules.

+ Propane

Propane and propane operated equipment is prohibited in the facility except as follows: propane cylinders of 1 lb. or less (and no more than 20 lbs. aggregate) may be permitted if approved in advance by Center management and packaged by Javits plumbers.

+ Other Flammable Liquids

- Flammable Liquids such as solvents, paints and thinners are permitted for use in the Center subject to the following requirements:
- Container is sized as a consumer commodity (< 1 gallon) and not in bulk (> 1 gallon).
- The container is labeled properly with product contents, name of product, manufacture, and hazard warnings.
- A Material Safety Data Sheet (MSDS) for the specific product and manufacturer is provided and readily available upon request.
- Cans, bottles, containers, and aerosols containing flammable liquids must be stored properly.
- Any wet/soaked rags, and empty containers, are not to be disposed of in Center's waste containers.
- A flammable liquid is not to be used or stored, within 50 feet of any hot work operation, open flame, or anything that generates heat or sparks.





- Any person using flammable liquids in the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times.

+ Display Vehicles

- May not contain more than one (1) gallon of fuel
- Cannot be refueled or emptied inside the Center
- Must be equipped with locking gas caps
- Battery cables must be disconnected and the ends taped
- Must be locked during non-show hours
- Repairs or alterations may not be made inside the Center
- Any person displaying a vehicle at the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times.
- Must have floor covering beneath the vehicle
- Must be turned off when parked inside.

+ Exhibit Booth Construction and Decoration

All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e. they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the New York City Fire Department following approved New York City Fire Code procedures and standards. Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant. Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal incidents of non-compliance.

+ Fireworks

Some pyrotechnic devices/events are prohibited without advance written approval from Center management. Approval will be contingent, in part, on the Show Manager or Exhibitor obtaining appropriate government permits and insurance coverage.

+ Maintaining Access and Egress

The following may not be blocked or access impeded:





- Fire fighting and emergency equipment , including fire alarm boxes, fire extinguisher cabinets, stand pipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

+ Fueling Forklifts

Forklifts and similar vehicles must be fueled outside the facility in designated areas.

+ Banners and Signs

No banner, display or sign shall be erected in a manner that may block or interfere with the operation of any of the items listed above.

+ Storage

- Crates and other materials cannot be stored in the Center without advance written approval. Requests must be submitted in writing by Show Managers or General Decorating Contractors. Crates and other materials:
- May not be stored in active exhibit halls.
- May not be stored between booths, behind pipe and drape or under tables.
- May not be stored within 10 feet of sliding partitions or under the River Pavillion.
- May not block access or egress, as set forth in these rules.
- Loose materials, combustible mixtures, waste, liquids and similar items cannot be stored in the Center.
- Carpeting is to be rolled and stored in areas designated by the Center.

Materials may be stored in truck loading dock spaces with the following restrictions:





- Must maintain clearance of 3 feet from sprinkler heads.
- Must maintain access and egress so as not to obstruct ramps and stairs from the loading platform.
- Where storage is tiered, crates, cases and similar packing cartons (which have wheels) may not be stored on top of tiers, nor may they be stored above retaining walls.

Materials may be stored in inactive exhibition halls with prior written approval of Javits management and with the following restrictions:

- Maximum storage height is 12 feet.
- A fire watch must be maintained at all times for the duration of the storage.
- Storage piles in halls must be separated by aisles so that tiers are not more than 20 feet wide.
- Main and cross aisles must be a minimum of 8 feet wide and must be located in line with exit door openings.

+ Hot Work

A hot work permit is required when hot work is performed for exhibit construction. The Center's Fire Safety Director can provide information on obtaining hot work permits.

Note: Additional restrictions may be imposed as necessitated by ongoing renovation work.

+ Medical Emergencies

- A first aid office is often open during larger events where the attendance exceeds 5,000 persons in accordance with New York Public Assembly Law.
- In case of an emergency, please notify the closest security guard or call the 24 hour command center at 212-216-2222 for immediate assistance.
- Give your name, type of emergency and exact location when calling the 24 hour command center or 911.

+ Exhibition Size

- Double tiered or double decked exhibit booths are not permitted in the first floor exhibit halls, 3D and Level 4 and 5 in the North Building.
- Double-tiered booths are permitted in the River Pavilion, 3A, 3B and 3E exhibit halls.





- A NYC Building Department permit is required whenever the second tier of a double-tiered booth will be walked upon, or for a solid overhead structure greater than 120 square feet in size.

+ Hanging Load Restrictions

- Any hanging loads must be approved in advance by the Center (within 20% of load capacity).
- Hanging loads imposed on the space frame structure must not exceed 15,000 pounds for any 90' x 90' bay (Level 3 and Level 4 exhibit halls).
- Hanging loads on any space frame node must not exceed 1,500 pounds.
- Hanging loads on any space frame member must not exceed 50 pounds.
- Hanging points from the recessed threaded hanging points in halls 1B and 1C must not exceed 100 lbs. The spacing of loads must be at least 2'0" on center each way.
- No planking is permitted on the space frame tubes.
- Hanging Loads in 1A, 3D, and 1E halls must be from the moveable partition tracks using approved Javits hanging devices. Weight limit is 50 lbs. per hanging point.

+ Client Access

Center employees on official business cannot be denied access by event management or any of their sub-contractors to any areas within the facility.

+ Floor Loads

- 100 lbs./sq. ft. in Level 4 exhibit halls
- 350 lbs./sq. ft. in Level 3 exhibit halls
- 350 lbs./sq. ft. in Level 1 exhibit halls
- 350 lbs./sq. ft. in Hall 3
- 150 lbs./sq. ft. in the Crystal Palace
- 125 lbs./sq. ft. in Level 4 North Building
- 250 lbs./sq. ft. in Level 5 North Building

+ Security





The Center maintains twenty-four (24) hour security for the perimeter areas and internal patrols. The show manager is responsible for the complete security within the exhibit areas, meeting rooms, and other areas; including crowd control in public areas. Show management must assure that a security supervisor is on site at all times to receive information or complaints in reference to the conduct of contract security employees. We reserve the right to ask security personnel to leave if the situation warrants such action. Contracted security may not carry firearms or weapons of any kind without prior written permission from Javits management.

+ Delivery of Freight

The Center does not accept advanced deliveries prior to the contracted move-in date and all deliveries will be received by your event's General Service Contractor. All event-related deliveries should be directed to 369 12th Avenue.

+ Smoking/ Vaping

The Javits Center maintains a smoke-free campus. Smoking is prohibited anywhere on Javits Center property, including the inner roadway and Javits-owned sidewalks.

+ Products Containing Cannabinoid Hemp (including CBD) or THC

In New York State the Marijuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, which, among other things, legalized adult-use cannabis (also known as marijuana) and adopted laws strictly regulating hemp cannabis. In an effort to support our customers' efforts in promoting their products while ensuring that the activities remain compliant with the law, the Javits Center is issuing the following guidelines for products containing cannabinoid hemp (including CBD), or THC in any natural or synthetic form:

1. Products containing cannabinoid hemp (including CBD), or THC (natural or synthetic) may not be distributed or sold at the Javits Center, including the provision of free samples or gifts;
2. Only products with THC less than .3%, such as cannabinoid hemp products, may be displayed;
3. Cannabinoid hemp products must also comply with New York State law, which requires, among other things, that:
 - a. Such products are clearly distinguished from non-cannabinoid-hemp products; and
 - b. The promoter has a New York Cannabinoid Hemp Retail License.
4. Any exhibitor, vendor or event producer displaying products shall be solely responsible for ensuring their conduct and products are compliant with all laws, including, but not limited to, those promulgated by the particular trade show, and any New York State labeling and packaging requirements. Accordingly, no participant may rely on this guidance as a basis for any violation.





The Javits Center will continue to monitor legal developments in this area in anticipation that the law will continue to evolve quickly.

+ Weapons

No weapons, including firearms, knives or any other type of weapon, are permitted anywhere on Javits Center property.

