

## **Freight Moving Exhibitors May Perform (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 new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during move-in and move-out periods. 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). For move-in and/or move-out periods during large trade shows, the Javits Center will often request assistance from the NYPD to facilitate curbside standing of personal vehicles and small vans along the west side of 11th Avenue between West 34th Street and West 40th streets. However, this does not grant immunity from potential ticketing or vehicle towing to customers who ignore the regulations established by the Javits Center in conjunction with the NYPD and other regulatory agencies. In an effort to address these concerns and to streamline the hand carry process for our exhibitors, the Javits Center's Security and Safety Solutions Department provides all exterior security staffing, oversight and enforcement for hand carry operations.

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) only during event specified times;
- Exhibitors may not use any equipment other 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;
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product;
- 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;

### **Prohibited During Hand Carry Operations:**

- 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 freight from a box truck, commercial vehicle or any vehicle larger than a standard van;
- 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 Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

**Javits Inner-Roadway and/or 11<sup>th</sup> Avenue between 34<sup>th</sup> Street and 38<sup>th</sup> Street:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a Javits Center Placard in order to stage;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb;
- Hazard lights must be activated while staged;
- Double parking is strictly prohibited and will likely result in a fine or tow;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Pre-pack all exhibit items before staging a vehicle curbside;
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

**Loading Docks:**

- All vehicles transporting freight larger than a standard van, such as, but not limited to, a 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;
- All such vehicles are required to register with the general contractor upon arrival.

**Enforcement for Hand Carry Operations:**

- The Javits Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway, loading docks and along 11<sup>th</sup> Avenue, as specified, during all designated hand carry hours of operation;
- 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.
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.