



## Shipment & Receipt of Exhibit Materials

**NOTE:** For guidelines and information regarding sponsorship shipments, please refer to the [Sponsorship Exhibitor Kit](#) or contact [Laura Mangiaracina](mailto:LMangiaracina@toyassociation.org) ([LMangiaracina@toyassociation.org](mailto:LMangiaracina@toyassociation.org)) and [Meghan Meda](mailto:mmeda@t3expo.com) ([mmeda@t3expo.com](mailto:mmeda@t3expo.com)).

Exhibitors may ship their materials in advance to the T3 Expo warehouse or directly to show-site in accordance with the *Inbound Freight Delivery Schedule* and *MOVE-IN: Floor Plans*, which ensures all exhibitor freight is moved onto the show floor with maximum efficiency and safety, and minimal waiting time for your staff and your freight carrier.

Arrangements have been made with the carriers listed below to consolidate shipments for Toy Fair sent directly to the Javits Center. Under this procedure, your freight will not be delivered to the warehouse. These carriers are recommended because of their extensive tradeshow experience and knowledge of Toy Fair.

### Domestic Ground Shipments

- ABF Freight 800.610.5544 / [arcb.com](http://arcb.com)
- TForce Freight 800.988.9889 / [tforcefreight.com](http://tforcefreight.com)

### International Freight Forwarder

- Phoenix International Business Logistics, Inc. 908.355.8900 / [phoenixlogistics.com](http://phoenixlogistics.com)

### International Air & Ground

- BTX Global Logistics 877.289.2471 / [www.btxglobal.com](http://www.btxglobal.com)

**As the official Toy Fair 2025 material handling contractor, T3 Expo is solely responsible for processing all exhibitor freight shipments – whether they are sent in advance to the warehouse or directly to the Javits Center during the target freight delivery window. This includes:**

- Unloading freight from exhibitors' carriers or privately-owned vehicles at the warehouse or Javits Center loading dock,
- Delivering freight to exhibitors' booths,
- Retrieving and storing properly-labeled empty containers,
- Returning empty containers to exhibitors' booths at the close of the show,
- Moving packed and labeled containers to the loading dock for outbound shipping,
- Reloading outbound freight onto exhibitors' carriers.

- 1) ***If you ship in Advance to the T3 Expo warehouse***, freight will be accepted from **Monday, January 20, 2025 through Friday, February 14, 2025**, and stored on a complimentary basis until your designated target move-in time (see *Target Move-In System* in the *Freight Handling, Move-In & Out* section of this *Exhibitor Kit*).

Advance/warehouse freight is the first freight brought onto the show floor, but the advantages don't end there.

### **OTHER BENEFITS OF ADVANCE SHIPMENT TO THE T3 EXPO WAREHOUSE INCLUDE:**

- PEACE OF MIND.

- ❖ A detailed confirmation faxed or emailed upon receipt of your shipment at the T3 Expo warehouse
- NO WAITING, NO WONDERING.
  - ❖ Guaranteed delivery of freight to booth space ahead of direct shipments
- GREATER CONTROL OVER EXPENSES RELATED TO:
  - ❖ Scheduling of labor for installation
  - ❖ Travel and staff time — arrive only in time for setup instead of for target delivery time
  - ❖ Truck company charges — eliminate driver wait time at the Javits Center loading dock

The T3 Expo warehouse will accept crated, boxed, or skidded materials beginning Monday, January 20, 2025. To avoid additional after-deadline charges, advance shipments must arrive by Friday, February 14, 2025. The warehouse will receive shipments Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. To check on the arrival of freight, please call 888.698.3397. Refer to the *Material Handling Order Form* in the *Freight Handling, Move-In & Out* section of this *Exhibitor Kit* for rates and other details.

Driving directions to the T3 Expo warehouse (in Kearny, NJ) are also in the *T3 Expo Services* section of this *Exhibitor Kit*.

Shipments of exhibit material to the T3 Expo warehouse should be addressed as follows (or simply click the link below and fill in the appropriate information on the labels provided).

Exhibiting Company Name  
 Booth #  
 North American International Toy Fair 2025  
 c/o: T3 Expo  
 600 Cabot Drive  
 Hamilton, NJ 08691

**Click this link for pre-addressed shipping labels for Advance Shipments to the T3 Expo warehouse.**

**Just fill in the blanks and affix to boxes, etc.**

**RUSH: Must arrive no later than Friday, February 14, 2025**

- 2) ***If you ship directly to the Javits Convention Center***, freight will be accepted according to your booth location's designated move-in date and time. T3 Expo will manage the loading docks and schedule commercial carrier as well as privately-owned vehicle unloading to assure an efficient move-in and move-out of the exhibition. Freight will not be off-loaded prior to the assigned target time for your exhibit space.

The *Target Move-In System* is described in greater detail in the next section. Specific and essential information about the dates and times Toy Fair exhibitors' shipments will be received at the Javits Center is indicated on the *Inbound Freight Delivery Schedule* and *MOVE-IN: Floor Plans*.

Refer to the *Material Handling Order Form* in the *Freight Handling, Move-In & Out* section of this *Exhibitor Kit* for rates and other details.

For shipments sent directly to the Javits Convention Center, labels should be addressed as follows (or simply click the link below and fill in the appropriate information on the labels provided).

Exhibiting Company Name  
 Booth #  
 North American International Toy Fair 2025  
 c/o: T3 Expo  
 c/o: Jacob K. Javits Convention Center  
 Halls: Level 1 - A, B, C, D, E; Level 3 - A, B, D, E;  
 & River Pavilion  
 369 12th Avenue  
 New York, New York 10001

**Click this link for pre-addressed labels to ship exhibit materials directly to the Jacob K. Javits Convention Center.**

**Just fill in the blanks and affix to boxes, etc.**

### **\*Important Information about Shipping via Small Package Services like UPS & FedEx\***

- If you wish to ship with UPS or FedEx, **it is highly advisable to use UPS Freight Services or FedEx Freight Services**, rather than their Small Package Services.
- Since UPS and FedEx Small Package Services are not able to guarantee a specific arrival date and time, it is difficult to adhere to your target freight delivery window.
- UPS and FedEx Small Package Services often split shipments. So even if you ship all of your boxes at once, you may receive them at different times.

**International Freight** Phoenix International Business Logistics, Inc. (PIBL) has been selected as the official Customs Broker and International Freight Forwarder for the North American International Toy Fair. All merchandise imported into the United States requires Customs House Clearance before being released from any U.S. port or airport. See the *Service & Utility Ordering* section of this *Exhibitor Kit* for PIBL information to facilitate your international shipment for Toy Fair.

**Storage and Handling of Crates** Empty crates, cartons, and boxes must be unpacked and ready to be removed from each exhibit booth by 6:00 p.m. on the last day of move-in (Friday, February 28). 'EMPTY' stickers must be used to designate all containers to be stored and returned at the conclusion of the show. Exhibitors may obtain 'EMPTY' stickers at the T3 Expo Service Desk and should affix them to each empty crate, carton, and box that they want returned at the end of the show. T3 Expo offers complimentary shrink-wrapping services for empty cartons and boxes. Please make certain to mark your booth number on each label and also that each crate, carton, and/or box that you designate for empty storage is *completely empty*.