



## Hand Carrying Guidelines

The movement of freight into and out of the Javits Center is handled by the Teamsters Union under T3 Expo's supervision.

However, **in strict accordance with the regulations and procedures detailed below**, exhibitors may hand carry their merchandise into the Javits Center **during their target move-in window or later** between Tuesday, February 25 and Friday, February 28, 8:00 a.m. – 6:00 p.m.

Exhibitors may also hand carry their own merchandise out of the Javits Center, **in strict accordance with the regulations and procedures detailed below**, on Tuesday, March 4, between 5:00 p.m. and 10:00 p.m. and on Wednesday, March 5, from 8:00 a.m. until 12:00 p.m.

If you change your mind about using hand carry, you can drive your privately owned vehicle (POV) to the back of the Javits Center and check in to have your freight unloaded by union personnel; normal material handling charges will apply. More information about these rates can be found on the *Material Handling Form* in the *Freight Handling, Move-In & Out* section of this *Exhibitor Kit*. If you have any questions, please call T3 Expo at 888.698.3397.

- Hand carry access will be limited to the Shuttle Drop-Off Area referred to as the *inner roadway*. You will be allowed to drive your vehicle onto the inner roadway by entering on 11<sup>th</sup> Avenue at 38<sup>th</sup> Street. **Loading and offloading your vehicle anywhere else could lead to a fine or tow.**
- Access will be granted to exhibitors on a first-come, first-serve basis.
- A Javits Center parking placard will be issued, and the vehicle hazard lights must be engaged at all times.
- All vehicles are allocated **30 minutes**, and the time limit will be strictly enforced.
- Nothing larger than a **standard van** will be permitted.
- Individuals carrying exhibitor merchandise must be employees of the exhibiting company and must carry identification to that effect. You may be asked for I.D., so be sure to have available a government-issued photo I.D. such as a driver's license or passport.
- Exhibitors moving items must use doors and routes designated by event management and building security. **You are not permitted to hand carry items through the North Building or the Crystal Palace. You must enter the exhibit floor from the Level 2 North Concourse.**
- The items you are hand carrying must be of a size that can fit through revolving doors. That means that display materials such as grids, 4' x 8' panels, display tables, and shelving units must be handled under normal freight delivery procedures, not hand carried.
- No dollies or hand trucks will be permitted. Nothing larger than a 2-wheeled baggage cart may be used to move merchandise.