



## 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.



## Shipment & Receipt of Exhibit Materials

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



## Target Move-In System

On the *Inbound Freight Delivery Schedule* and *MOVE-IN: Floor Plans*, locate the hall and booth space in which you will be exhibiting. (Please note that the target floor plan may not represent your actual booth configuration; it is intended to depict your area of the hall only.) You will find your booth color-keyed to a specific date and time. Each exhibitor is assigned a target freight check-in time for direct freight as well as a time when freight offloading will begin.

- If you ship advance to the **T3 Expo warehouse**, your freight will be in your booth at your assigned target date/time.
- If you are shipping directly to the **Javits Center**, determine your target delivery date/time and driver check-in time by referring to the *Inbound Freight Delivery Schedule* and *MOVE-IN: Floor Plans*.
- If you miss your target date/time, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked-in at the marshalling yard.
- If your driver arrives prior to your target date/time, the shipment will not be accepted.
- If you plan to **hand carry** your merchandise into the Javits Center, you will have exhibit hall access based on the assigned target date and time for your area. Be sure to review the strict *Hand Carrying Guidelines* outlined in the *Freight Handling, Move-In & Out* section of this *Exhibitor Kit*.
- If you have any questions about the color-coded target floor plan or the target move-in system, please call T3 Expo at 888.698.3397.

**Show Management reserves the right to have any exhibit installed at the exhibitor's expense, if installation has not commenced by 4:00 p.m. on Friday, February 28, 2025.**

**All shipments (display and product) must be in the exhibit space and unpacked with crates ready for storage by 6:00 p.m. on Friday, February 28, 2025. All cartons, crates, packing materials, etc., that are necessary for repacking must be labeled with 'EMPTY' stickers and removed from the show floor. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping removal.**

Toy Fair New York  
BOOTH #: \_\_\_\_\_

# Material Handling

## Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

**POV (Privately Owned Vehicle):** If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

## Rate Classifications

**Crated:** Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

**Small Package:** A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

## Additional Fees May be Applicable

**Late to Warehouse Fee:** Shipments arriving after Friday, February 14, 2025 will be charged an additional 30%.

**Off Target Fee:** If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

## Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
  - Shipments are loaded out on overtime.

## Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

**Carrier Check-in:** All carriers must be checked in no later than Thursday, March 6, 2025 by 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

**UPS or Federal Express:** To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

**PLEASE NOTE:** There may be an additional fee from the facility for this service.

### Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Monday, January 20, 2025. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$1.64/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$63.00 ea. = \$ \_\_\_\_\_

Material Handling Estimate ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

Freight will be accepted according to your booth location's designated move-in date and time. Please refer to the Inbound Freight Delivery Schedule on page 76 and the Floor Plans on pages 77-79. Shipments that arrive prior to this date may be refused by the Jacob K. Javits CC as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$1.97/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$63.00 ea. = \$ \_\_\_\_\_

Material Handling Estimate ..... \$ \_\_\_\_\_

# Driver Check-in

Approximate Unloading Time in Hall refers to the color-coded floor plan immediately preceding this page; this is for the freight move-in only, not exhibit set-up.

## Inbound Target Freight Delivery Schedule – LEVEL 1 South Driver Check-in Address – JJCC – 36th Street and 12th Avenue

Direct Shipments			Advance Shipments		
Area	Driver Check-in Freight Check-in	Approximate Unloading Time in Hall*	T3 Warehouse Freight will be Delivered to Booth by	Empty Crates Tagged by	Official Set-up Start
<b>GOLD</b>	Wednesday, February 26 6:00 am - 4:00 pm	Wednesday, February 26 8:00 am - 4:00 pm	Wednesday, February 26 8:00 am	Thursday, February 27 4:00 pm	Wednesday, February 26 8:00 am
<b>PINK</b>	Thursday, February 27 6:00 am - 10:00 am	Thursday, February 27 8:00 am - 4:00 pm	Thursday, February 27 8:00 am	Friday, February 28 12:00 pm	Thursday, February 27 8:00 am
<b>SALMON</b>	Thursday, February 27 10:00 am - 3:00 pm	Thursday, February 27 11:00 am - 6:00 pm	Thursday, February 27 11:00 am	Friday, February 28 6:00 pm	Thursday, February 27 11:00 am

\*Please contact T3 Expo at 888.698.3397 if you have any questions regarding the above-mentioned information.

## Inbound Target Freight Delivery Schedule – LEVEL 3 South Driver Check-in Address – JJCC – 36th Street and 12th Avenue

Direct Shipments			Advance Shipments		
Area	Driver Check-in Freight Check-in	Approximate Unloading Time in Hall*	T3 Warehouse Freight will be Delivered to Booth by	Empty Crates Tagged by	Official Set-up Start
<b>ORANGE</b>	Tuesday, February 25 6:00 am - 6:00 pm	Tuesday, February 25 8:00 am - 11:00 am	Tuesday, February 25 8:00 am	Thursday, February 27 10:00 am	Tuesday, February 25 8:00 am
<b>BLUE</b>	Tuesday, February 25 10:00 am - 3:00 pm	Tuesday, February 25 11:00 am - 3:00 pm	Tuesday, February 25 11:00 am	Thursday, February 27 4:00 pm	Tuesday, February 25 11:00 am
<b>GREEN</b>	Wednesday, February 26 6:00 am - 11:00 am	Wednesday, February 26 8:00 am - 11:00 am	Wednesday, February 26 8:00 am	Thursday, February 27 12:00 pm	Wednesday, February 26 8:00 am
<b>YELLOW</b>	Thursday, February 27 6:00 am - 3:00 pm	Thursday, February 27 8:00 am - 3:00 pm	Thursday, February 27 8:00 am	Friday, February 28 4:00 pm	Thursday, February 27 8:00 am

\*Please contact T3 Expo at 888.698.3397 if you have any questions regarding the above-mentioned information.

# Inbound Freight Delivery Schedule

## Marshalling Yard Hours of Operation

DAY	DATE	TIME OPEN	TIME CLOSE
Tuesday	2/25/25	5:00 am	5:00 pm
Wednesday	2/26/25	5:00 am	5:00 pm
Thursday	2/27/25	5:00 am	5:00 pm
Friday	2/28/25	6:00 am	5:00 pm
Saturday	3/1/25	6:00 am	9:00 am
Tuesday	3/4/25	12:00 pm	9:00 pm
Wednesday	3/5/25	5:00 am	9:00 pm
Thursday	3/6/25	5:00 am	12:00 pm

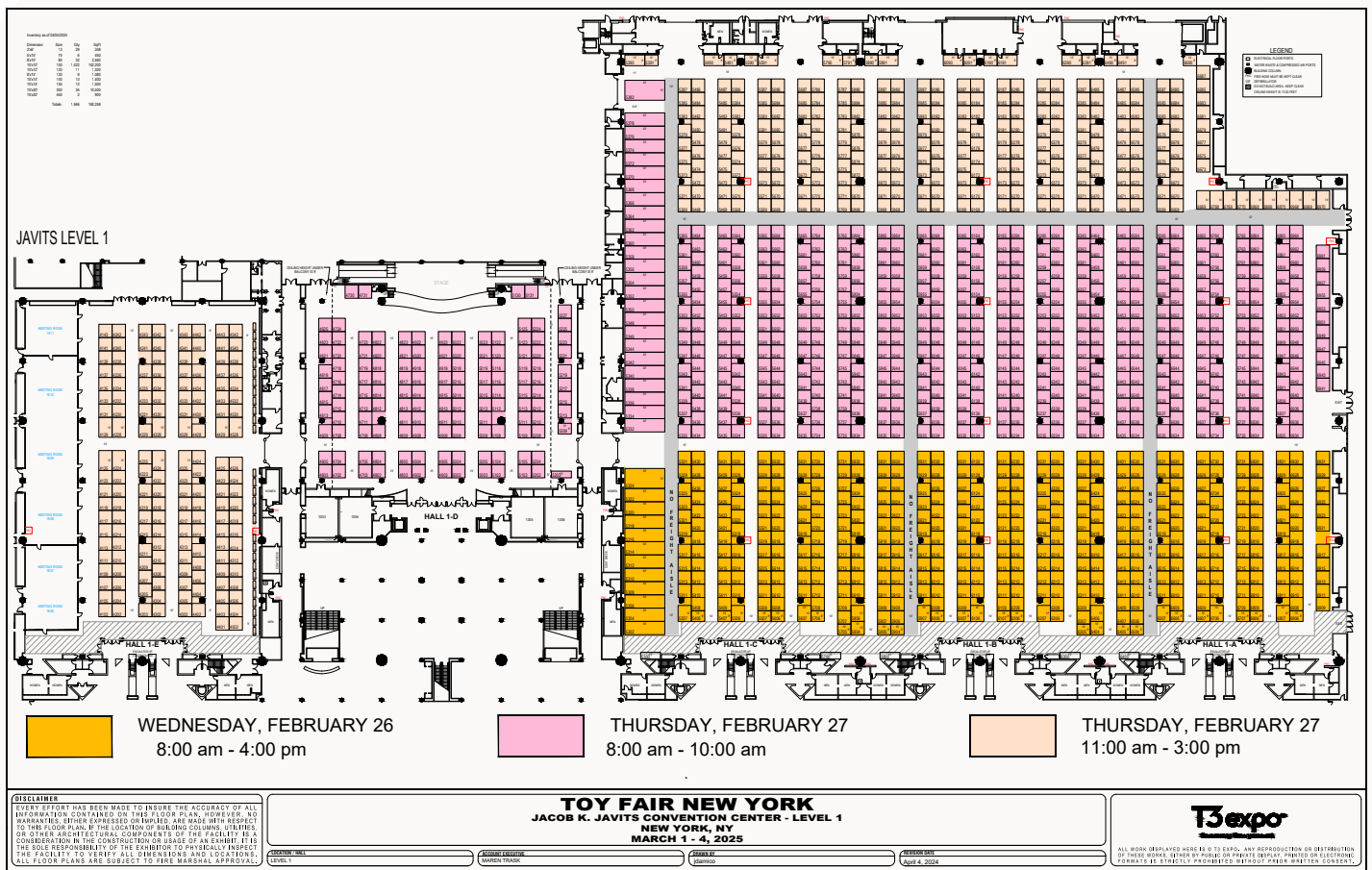
This schedule only refers to the South Driver Check-in office hours located at Jacob K. Javits Convention Center, 36th Street and 12th Avenue.

Please follow your assigned Target Move-in Schedule.



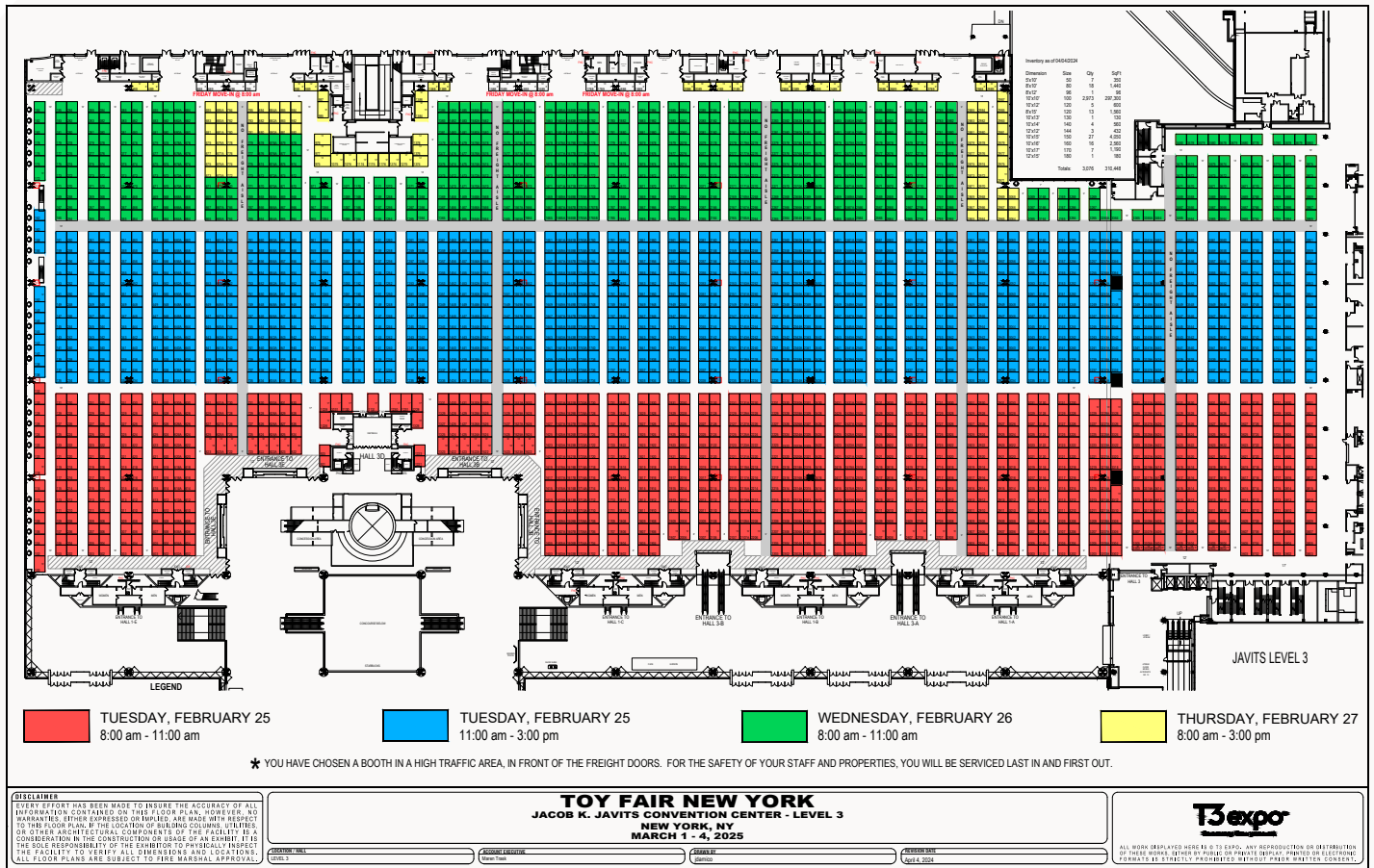
# MOVE-IN: Floor Plan – Level 1

## Toy Fair JACOB K. JAVITS CONVENTION CENTER – LEVEL 1 NEW YORK, NY March 1-4, 2025



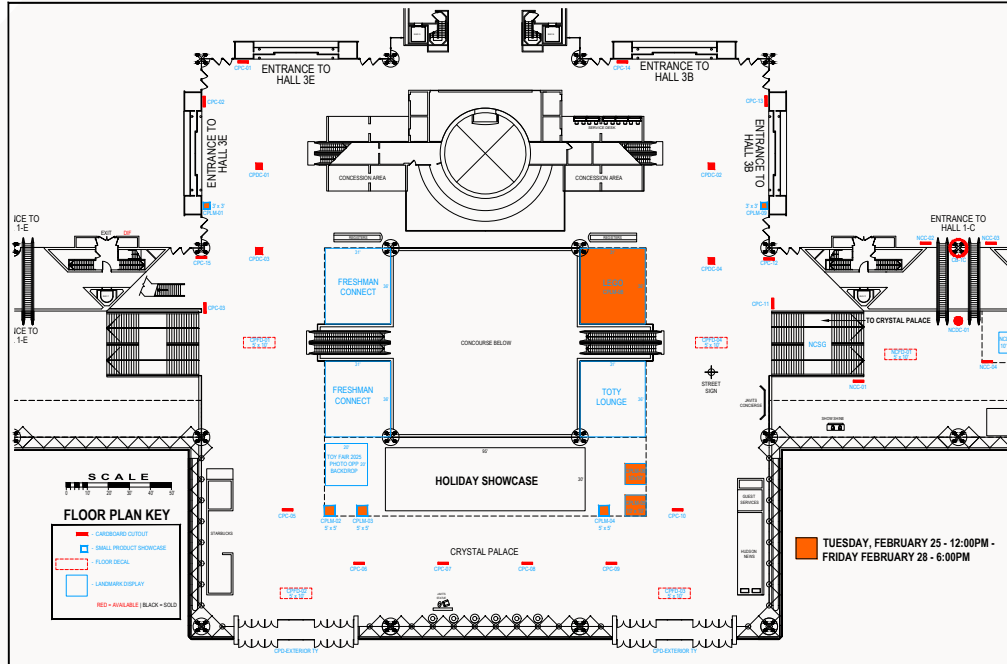
# MOVE-IN: Floor Plan – Level 3

**Toy Fair**  
**JACOB K. JAVITS CONVENTION CENTER – LEVEL 3**  
**NEW YORK, NY**  
**March 1-4, 2025**



# MOVE-IN: Floor Plan – Crystal Palace & North Concourse

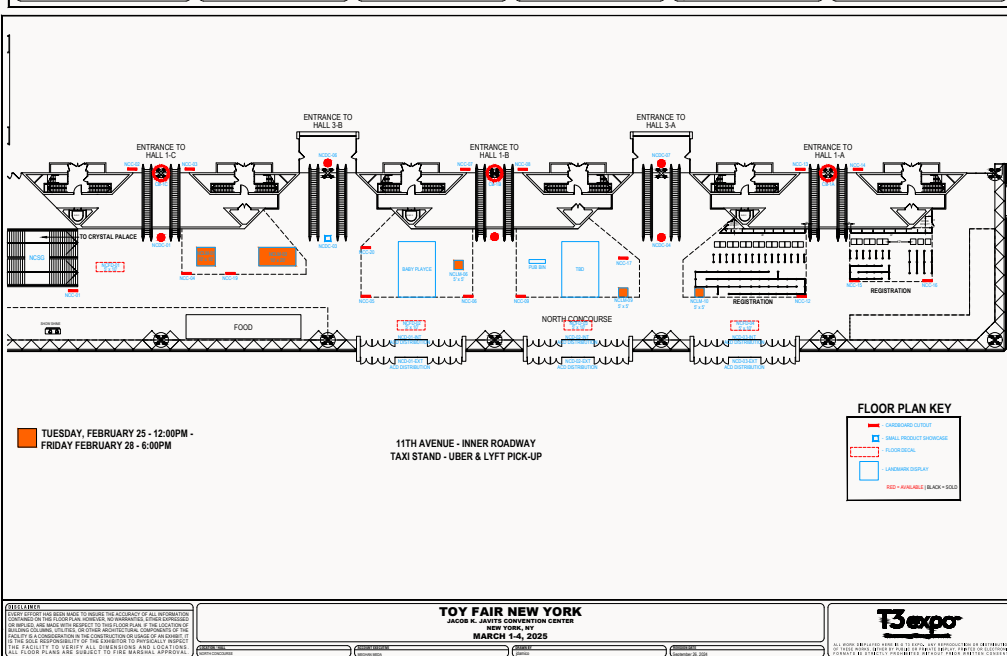
## JACOB K. JAVITS CONVENTION CENTER – CRYSTAL PALACE and NORTH CONCOURSE NEW YORK, NY



**TOY FAIR NEW YORK**  
JACOB K. JAVITS CONVENTION CENTER  
NEW YORK, NY  
MARCH 1-4, 2025

**DISCLAIMER**  
EVERY EFFORT HAS BEEN MADE TO INSURE THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS FLOOR PLAN. HOWEVER, THE LOCATION OF BUILDING COLUMNS, UTILITIES, OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT. IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS. ALL FLOOR PLANS ARE SUBJECT TO FINE MARSHAL APPROVAL.

**T3expo**  
Sponsoring Your Event



## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Toy Fair New York

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691

#### Information

Advance shipments will be accepted beginning on Monday, January 20, 2025 through Friday, February 14, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, February 14, 2025 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

### Direct Shipments to Show Site

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Toy Fair New York

c/o: T3 Expo  
c/o: Jacob K. Javits Convention Center  
1A,B,C,D,E;3A,B,C,D,E & River Pavilion  
369 12th Avenue  
New York, NY 10001

#### Information

Freight will be accepted according to your booth location's designated move-in date and time. Please refer to the Inbound Freight Delivery Schedule on page 76 and the Floor Plans on pages 77-79.

Please note when overtime rates apply as stated on Material Handling pages.

For all warehouse questions, please contact Customer Care at [help@t3expo.com](mailto:help@t3expo.com), or call +1.888.698.3397.

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[MikeHoganjr@airwaysfreight.com](mailto:MikeHoganjr@airwaysfreight.com)

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*More Than Logistics™*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse  Show Site

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup  Inside Pickup

Liftgate  Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?  YES  NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916



Please see **Hand Carrying Guidelines** form more details.

# Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a **Cartload Service**. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

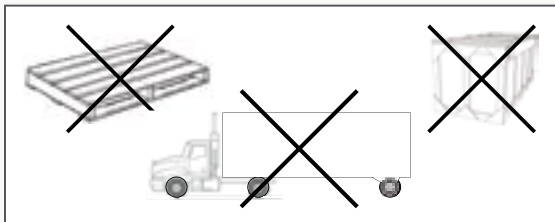
### Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

### Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the **Cartload Service** signage



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price
Inbound	_____	x \$275.00	= \$ _____
Outbound	_____	x \$275.00	= \$ _____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

**Total Cart Service Fee Estimate ... \$ \_\_\_\_\_**



# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691



Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691



Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

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# DIRECT SHIPMENT

SEE INBOUND FREIGHT DELIVERY SCHEDULE ON PAGE 76 FOR MOVE-IN DATE AND TIME

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Level 1 - A, B, C, D, E; Level 3 - A, B, C, D, E; & River Pavilion

369 12th Avenue

New York, NY 10018

Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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# HANGING ELEMENT ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691



Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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To: \_\_\_\_\_

Exhibitor Name

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600 Cabot Drive  
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Event: **TOY FAIR NEW YORK**

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Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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# ELECTRICAL HANGING ELEMENT ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691

Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



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ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691

Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



**EXHIBITOR OWNED CARPET ADVANCE SHIPMENT**

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691

Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

**EXHIBITOR OWNED CARPET ADVANCE SHIPMENT**

ACCEPTED FROM MONDAY, JANUARY 20, 2025 TO FRIDAY, FEBRUARY 14, 2025

To: \_\_\_\_\_

Exhibitor Name

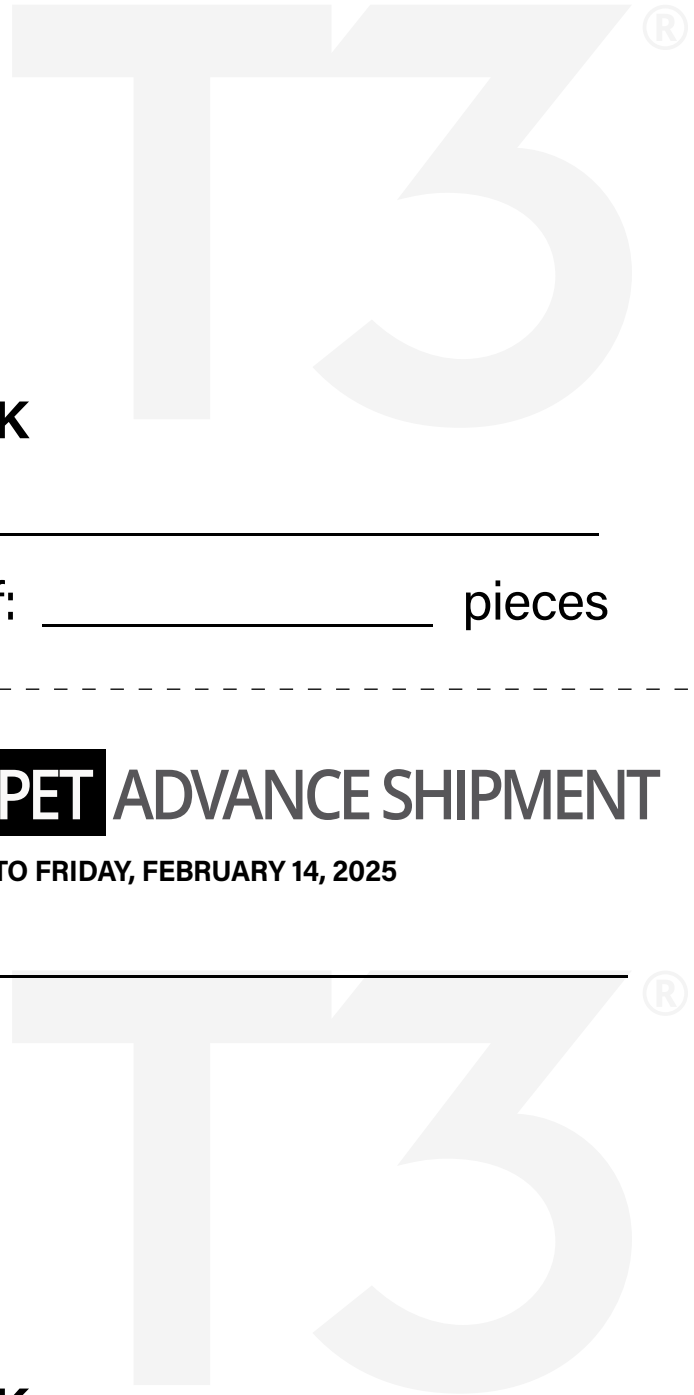
c/o: T3 Expo  
600 Cabot Drive  
Hamilton, NJ 08691

Event: **TOY FAIR NEW YORK**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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## Outbound Shipping

**Reminder:** No booth dismantling may begin before the official close of the show at 4:00 p.m. on Tuesday, March 4. **Failure to abide by the rules outlined in your exhibition contract may result in penalties including forfeiture of loyalty points earned toward booth assignments in 2026.**

Once the aisle carpet has been removed, cartons, then cases and crates, will be delivered to your booth. Removal of aisle carpet and the complete return of all empties may take up to ten hours.

### Move-Out Hours

Level 1:	Tuesday, March 4	4:01 p.m. – 10:00 p.m.
	Wednesday, March 5	8:00 a.m. – 12:00 p.m.
Level 3:	Tuesday, March 4	4:01 p.m. – 10:00 p.m.
	Wednesday, March 5	8:00 a.m. – 12:00 p.m.
	Thursday, March 6	8:00 a.m. – 12:00 p.m.

### Material Handling Agreement (MHA)

Every shipment must be accompanied by a **Material Handling Agreement (MHA) completed by the exhibitor and given to T3 Expo.** Merchandise will be transferred to the freight carrier in accordance with the shipping instructions indicated on the Material Handling Agreement (MHA). Carrier charges for removal of freight from the Javits Convention Center are the sole responsibility of the exhibitor.

**NOTE: Turning in a Material Handling Agreement (MHA) does not constitute T3 Expo’s “taking possession” of your freight.**

**Exhibitors should remain with their freight until it is in the handlers’ possession. No materials should be left unattended at any time while you are packing and waiting for your materials to be picked up.**

### Packing and Driver Check-in Instructions

All crates and materials should be packed, and *Material Handling Agreements (MHAs)* turned in:

Level 1		
• by 12:00 p.m. on Wednesday, March 5 for all booths	→	Driver Check-in by: Wednesday, March 5 by 10:00 a.m.
Level 3		
• by 2:00 p.m. on Wednesday, March 5 for booths 1,000 square feet or smaller	→	Driver Check-in by: Wednesday, March 5 by 12:00 p.m.
• by 10:00 a.m. on Thursday, March 6 for booths 1,001 square feet or larger	→	Driver Check-in by: Thursday, March 6 by 8:00 a.m.

T3 Expo, at the exhibitor’s expense, will dismantle any displays that have not been dismantled and packed by that time.

**IMPORTANT: IF AN EXHIBITOR'S CARRIER DOES NOT CHECK IN BY THE APPLICABLE TIME INDICATED ABOVE, DISPLAY MATERIALS AND MERCHANDISE WILL BE TRANSFERRED TO OUTBOUND COMMON CARRIERS AND SHIPPED AT THE EXHIBITOR'S EXPENSE**