

The Javits Center Rules & FAQs

Booth Construction, Electrical & Freight Handling

- Freight handling, booth construction and electrical work must be performed by the Javits Union labor with certain exceptions described below.
- **Booth display ideas: pro panels, fabric covered wire panels, hinged hollow core door.**

Drayage (Onsite Freight Handling) if included in your booth package

- If Round trip on-site freight handling is included in your booth fee package, freight will be delivered to your booth space upon its arrival at the Jacob Javits Convention Center and returned to the loading dock at the close of the Fair. For those of you who will be shipping your goods, the decorator will receive shipments at their warehouse and deliver to the show for an additional charge.

Hand Carry Rules Freight/Moving Exhibitors May Do Themselves

- Curbside unloading with access to the elevators and escalator will be available as long as the following rules are adhered to.
- Hand carried items can be brought in through the front of the building (East side) at specified times.
- Parking locations will be assigned by the Event Manager
- Parking is limited to vehicles no larger than a Ford Econoline van.
- Vehicles must be attended by a licensed driver at all times.
- Exhibitors may use nothing larger 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.
- "Pop-up" displays, equal or less than 10' in length, capable of being carried by hand by one person may be brought in.
- Exhibitors moving items must use the doors and routes designated by event management.
- Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact.

Electrical Work Exhibitors May Do Themselves

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less.
- Connect modems, printers, computers and keyboards.
- Install own light bulbs.
- Test and tune 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 100 square feet or less without the use of tools or ladders.

Our booth package does include 500 watts or 1000 watts whichever is applicable plus a 4 plex. You may install up to 4 lights yourself. If you require additional electric you must fill out an electrical request form supplied by Metro-Expo.

Do not attempt to install your own lights if they do not fit into the guidelines. The electricians will be there to handle your lighting installation.

- **Outdoor canopies may not be used. You can use the frames but without tops**
- **At the loading dock you may also be directed to drive a standard size van to the show floor to unload.**