

Hand Carry Policy

JAVITS CENTER REMINDS CUSTOMERS ABOUT HAND CARRY POLICY TO MINIMIZE TRAFFIC CONGESTION

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.

Recent traffic congestion concerns around the Javits Center have increased traffic enforcement by City agencies. In order to alleviate these concerns, the Javits Center is re-issuing our hand carry policy to all concerned. 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, effective immediately, the Javits Center's Security and Safety Solutions Department will conduct 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) and at specified times, the north side, as long as traffic regulations are obeyed;
- 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 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

Prohibited During Hand Carry Operations:

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- 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.

On the west side of 11th Avenue between 34th Street and 40th Street:

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

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On the Inner Roadway along 11th Avenue:

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame
- Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

Inside the West 39th Street Lot:

- Hand carry through the West 39th Street lot is available to only certain events and exhibitors as only those with close proximity to the lot will be allowed entry;
- Hand carry location and hours of use are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame;
- Access granted on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle;
- Double parking on 12th Avenue is strictly prohibited; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

On the Javits Center Loading Docks:

- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, 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; and
- All such vehicles are required to register with security upon arrival.

Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD.