

Delivery Instructions for Freeman Events at JKJCC

Driver Check-In Step by Step Instructions:

1. Driver must park on 12th Ave and visit the North Freight Check-in office located on 12th Ave.
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified truck scale weight tickets if available and Freeman supervisor will create receiving reports.
3. Upon checking in, driver will receive a driver number and be directed to the internal marshalling area or docks as space permits. If marshalled, driver must wait in their truck until dispatched.
5. Freeman supervisor directs driver to proceed to assigned dock area where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility.
7. Office phone number is **212-216-2780**.

