

Booth details

Booth equipment

Each 3M x 3M booth will consist of the following:

- 8' high white back and side drape or 8' high white stretch fabric walls on 3 sides if you are in the Premier Collection
- Wall-to-wall gray carpet
- One (1) company identification sign
- One (1) wastebasket per company

Exhibit hall carpet

The exhibit hall will be carpeted in gray.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by September 27, 2024.

Exhibitor move-in

Friday, October 25, 2024	8:00 AM - 6:00 PM
Saturday, October 26, 2024	8:00 AM - 6:00 PM
Sunday, October 27, 2024	7:00 AM - 10:00 AM

Exhibit hall hours

Sunday, October 27, 2024	12:00 PM - 7:00 PM
Monday, October 28, 2024	10:00 AM - 6:00 PM
Tuesday, October 29, 2024	10:00 AM - 4:00 PM

Exhibitor move-out

Tuesday, October 29, 2024	4:00 PM - 11:00 PM
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Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

Shipping and material handling

Warehouse shipping address:

Exhibiting Company Name / Booth Number
JA New York Fall
C/O Freeman
140 Central Ave, Ste 130
Kearny, NJ 07032
USA

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 25, 2024 at the above address.

- Material arriving after October 16, 2024 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number

JA New York Fall 2024

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10018

USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning October 25, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

Service contractor contact information

Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation@](#).

Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

The Freeman Service Center will be located in 1C03 Meeting Room across from the 1C entrance on Level 1. Our Exhibitor Support team will be available at the following dates and times:

Friday, October 25, 2024	8:00 AM - 6:00 PM
Saturday, October 26, 2024	8:00 AM - 6:00 PM
Sunday, October 27, 2024	8:00 AM - 4:00 PM
Monday, October 28, 2024	8:00 AM - 4:00 PM
Tuesday, October 29, 2024	9:00 AM - 10:00 PM

Pre-show checklist

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

subject to change.

Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by October 29, 2024 - 11:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by October 29, 2024 - 9:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.