

Move-In Procedures

Targeted Move-In Map

[Click Here to View Target Move-In Plan](#)

If you observe the **Sabbath** and will not be able to move in on **Saturday, March 14th**, please let us know by filling out the [request form](#) **before March 6th**.

Freight Arrival	Exhibit Hall Access	EAC Personnel	Move-In begins March 13 th at 8 AM
Shipments may only arrive on or after March 13 th . Review Driver Check-In Requirements. Review POV Self Unloading Policy.	Exhibitors will be able to pick up badges starting Friday, March 13 th after 12 PM. If you are scheduled to move in before 12 PM, wristbands will be provided.	Must pick up daily wristbands from security in front of the hall.	All booths should be set up and show ready by 9 AM on Sunday, March 15 th .

Self-Unloading / Hand Carry Policy

Exhibitors may hand carry their merchandise from their privately owned vehicle (i.e. car, van or SUV) to the designated exhibit areas. Vehicles can be no larger than a Ford Econoline Van. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

Free Porter Service to Ease Your Move-In

We want to ensure you have a smooth load-in, so we are paying for labor to assist you with your heavy lifting. Just follow the Public Safety officers' directions to park in the rear truck entrance of the building located at 369 12th Avenue and then go to the Labor Desk inside the sliding doors to sign up for the complimentary service. Please note during peak move-in times (11 AM - 2 PM) there may be 25–30-minute wait, so plan accordingly. You should also still always have a second (or third) person with you for load-in, in case one of you needs to move the car while the other waits with your supplies to be brought into the show.

Privately Owned Vehicles (POV)

Only a P.O.V. is allowed for hand carry and cartload service.

Truck Deliveries / Pick-up

For deliveries requiring loading dock access, please use the address for the new truck marshaling facility, which is 369 12th Avenue, New York, NY 10018.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include pick-up trucks, passenger van, SUV, taxi or a box truck less than 17' in length.

Click to Review [Delivery Instructions for Freeman Events at JKJCC](#)