

Move-Out Procedures

Dismantle Booth	Driver Check-In	Outbound Shipping
Exhibitors must be completely clear of hall by 11:59 PM on Tuesday, March 17 th .	Review Driver Check-In Requirements. Carriers must arrive and check-in no later than 7 PM on Tuesday, March 17 th .	If using Freeman for your outbound shipping, submit an Outbound Shipping Form to Service Desk before freight will be released to the driver. Before vacating your booth, bring packages to your shipper. Packages may not be left in booths.

PACKING UP EARLY AND/OR BEFORE 4:00 PM IS PROHIBITED.

The JA New York Fall Show closes at 4:00 PM on Tuesday, March 17th. Plan your travel arrangements accordingly.

Official show labor will not be allowed onto the show floor until 5:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly. Please be aware that all Exhibitors need to vacate the building by 11:59 PM on Tuesday, March 17th.

Move-In and Move-Out Labor Regulations

- Materials for an exhibit display may not be delivered to the exhibition facility before March 13th.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out and exhibition dates and times may be subject to change. Show Management will notify Exhibitor of official dates, times and any changes.)
- Show Management reserves the right to assign specific days to Exhibitor for delivery of equipment and/or display items. Failure by Exhibitor to abide by such delivery schedule shall obligate that Exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.