

## MOVE-IN/OUT INSTRUCTIONS

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# Move-Out Instructions– All Exhibitors

Carpenter labor is required for dismantling exhibits. Please visit the LI Expo service desk located in the lobby to make early reservations.

Be sure to stop by the LI Expo service desk, prior to move out, and complete a bill-of-lading (BOL) if you are shipping display materials / products from the Javits Center.

**Parking or load vehicles on 11th Avenue or on the inner roadway off 11th Avenue is prohibited.**

You may hand carry items and exit the facility via 11th Avenue and 36th street.

**It is prohibited to use a hand cart or dolly to move-out via the lobby and out the front of the building.**

To move out your display you will need to get a move-out pass and dock instructions from the assistant at the Check-In Office located on 12<sup>th</sup> Avenue approximately 1 block north of 34<sup>th</sup> Street. Admission into the Truck Entrance and access to the docks of the facility will not be permitted without a move-out pass

Upon entering the facility, the driver will need to provide a valid driver's license to Public Safety. Once cleared by Public Safety you will be instructed by show staff on where and how you need to proceed.

**Freight / Display Shipping:** If you are shipping your display or product, it is critical that your carrier is scheduled to arrive no later than 6pm on Monday, January 30. All shipments not picked up by your scheduled carrier will be forced to be loaded on an alternative carrier at the shipper's expense.

### In-Line Booth Exhibitors

**All In-Line Booths must be packed and ready for removal / shipping on Sunday, January 26.**

If you are hand carrying items or utilizing a hand cart you will need to move out via the loading docks. If your cart has more than two wheels you will be required to have union labor assist you. There is no charge for this service.

If you require hand cart services, please do the following:

pack up your display

go to the LI Expo service counter (located in the lobby)

ask to be placed on the hand cart service list.

Please note you must be packed and ready to go before you can be placed on this list. If you are not packed and ready when the labor comes to your booth, they will not be able to assist you and you will lose your spot on the list.

### Boat & Bulk Space Exhibitors

**Vehicle / Trailers must be cleared of snow and ice prior to being allowed admittance.**

At show close aisle carpet must be removed before the return of empty crates which will take approximately two hours. After carpet has been removed, empty crates will be returned to exhibits for re-packing. It will take approximately four hours to return all empty crates to all exhibitors.

**All boats must be removed from the Javits Center by 11:59 PM on Monday, Jan 27.**