

Hand Carry Policy at Jacob K Javits Convention Center

Approved During Hand Carry Operations:

- Loading and unloading of vehicles is limited to vehicles no larger than a standard van and POV's (personally owned vehicles)
- One person must remain with the vehicle
- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position
- Exhibitors moving materials must use doors and routes designated
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building

Prohibited During Hand Carry Operations:

- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move materials
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company or contractor

Javits Inner-Roadway:

- Hand carry operation hours are designated move-in and move-out hours of show
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van
- All vehicles must be issued a Jacob K Javits Convention Center Placard in order to stage
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb
- Hazard lights must be activated while staged
- Double parking is strictly prohibited and will likely result in a fine or tow
- Parking or standing on 11th Avenue or any of the secondary streets around the Jacob K Javits Convention Center is strictly prohibited and subject to fine or tow
- Pre-pack all exhibit items before staging a vehicle curbside;
- Failure to follow the above regulations may lead to a fine and/or vehicle towing

Enforcement for Hand Carry Operations:

- The Jacob K Javits Convention Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Jacob K Javits Convention Center
- The Jacob K Javits Convention Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations
- The Jacob K Javits Convention Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures

The hand carry policy is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion and negative impact on the west side of Manhattan. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Jacob K Javits Convention Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.