



# Javits Center Tool Kit

An Essential Resource  
for Exhibitors



**JAVITS**  
CENTER®

# Javits Center Tool Kit



When you're preparing for a show, the last thing you want is another problem. From an easy-to-understand format to simple order forms, The Javits Tool Kit ensures that you'll spend more time entertaining than complaining.

You'll find simple descriptions of the products and service options we offer. Full-color photographs so you know exactly what you're getting and graphics that won't put you to sleep before you get to the end. We think you'll find it quite a departure from the convention center material you're used to. Once you arrive at the Javits Center, our professional, courteous staff will see to your every request. From difficult reservations at the newest restaurants to last minute lighting needs for the show, you won't have to worry about a thing.

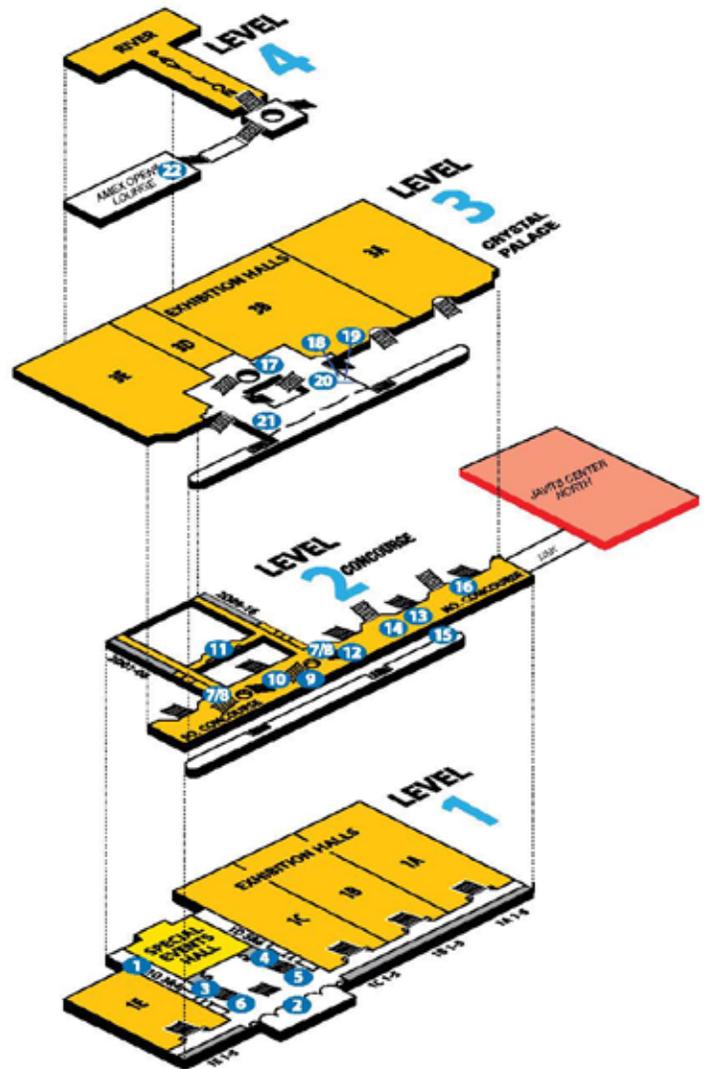
**To place your order, call toll-free 1.877.4.JAVITS (452.8487), or go on-line to: [www.javitscenter.com](http://www.javitscenter.com) ("Exhibitor"),** or use the simple order forms at the back of this catalog. If you need additional information or assistance during your show, just stop by our conveniently located Exhibitor Service Desk anytime during move-in and during show hours. Stay in touch with neighborhood and building updates at [market.javitscenter.com](http://market.javitscenter.com).

**Visit us at: [www.javitscenter.com](http://www.javitscenter.com) ("Exhibitor")**



# The Javits Floor Plan

- LEVEL 4** 22 American Express OPEN® Business Lounge
- LEVEL 3** 21 Marketplace  
Crystal Palace Grill, Tortugas Voladoras, Vegan Asian Tacos, Red Sauce Italian, Go Natural
- 20 Guest Services  
Restaurant reservations, building information and hotel reservations
- 19 Chase ATM
- 18 Hudson
- 17 Food Concession
- LEVEL 2** 16 Taxi Stand
- 15 Show Bus Stop
- 14 Concourse Café
- 13 Hudson
- 12 Shoe Shine
- 11 FedEx Office Business Center
- 10 SuperShuttle/Golden Touch  
Transportation Center
- 9 Starbucks
- 7/8 FedEx Office (private office rentals)
- LEVEL 1** 6 Vending Machines  
(Open on event move-in/move-out days)
- 5 Chase ATM
- 3-4 Permanent Coat Check
- 2 Food Court  
Grazie Italiano, West Side Grill, Koso Fresh Bibimbap, Taste of the East, Mexican Cantina, Pick It salad station. Concessions: Mendy's Glatt Kosher Deli, Big George's Smokehouse, Lavazza Coffee Bar, Kore Korean Buffet and Agape Grill
- 1 First Aid





# High Density Wireless Internet Access



The Javits Convention Center has been fitted with a high density wireless internet access system. Part of this service includes an hour of free wireless access at 512K bandwidth in addition to paid internet access options for single or multi-day use. This high density wireless service can be accessed by any wireless capable device from any location throughout the center.

Below are the instructions which users would need to access wireless internet at the Jacob K. Javits Convention Center.

## WiFi Instructions

Basic Wireless Internet Access Connection Steps:

- Select "@Javits Wi-Fi" from the list of available networks. The user's device will automatically redirect to the Javits Wi-Fi Welcome page. Laptop users may need to open a web browser which will redirect to the Javits Wi-Fi Welcome page.
- Select "Attendee" or "Exhibitor" on the Welcome page.

- Select "Free Wifi", "Pay for Use", "Voucher" or "Access code".
- Scroll down to the bottom of the "Terms and Conditions" page. Type in your email address and select "Enter".
- Sign up to setup an account (just entering a password twice) then hit enter.
- Depending on your choice in step 3 above, please follow the on screen instructions which may include payment by credit card if that is the desired service.

The Javits free WiFi service has been optimized for light business uses such as simple web browsing and light e-mail. Video streaming and other high bandwidth needs will be better served by other internet services available at the Javits.

## Any Questions?

If you have questions about the WiFi service, please call 212.216.4357 or send an email to [support@javitscenter.com](mailto:support@javitscenter.com).



# Planning Your Telephone and Wired Internet Access

The Javits Center provides a broad range of telephone and wired internet services to meet the needs of all of our customers. From basic telephone service to high speed Internet access service and everything in-between, the Javits Center has skilled IT Technicians to install and support the services you require.

Some of the services available at the Javits include:

- Telephone service lines (Analogue and VoIP)
- Tele Conference Phones
- Fax lines (machines not included)
- Credit card lines
- Dedicated Bandwidth wired internet access services (512kbps, 1.5Mbps, 5Mbps, 10Mbps and any other configuration above these to fit your needs)

## Who Does The Work?

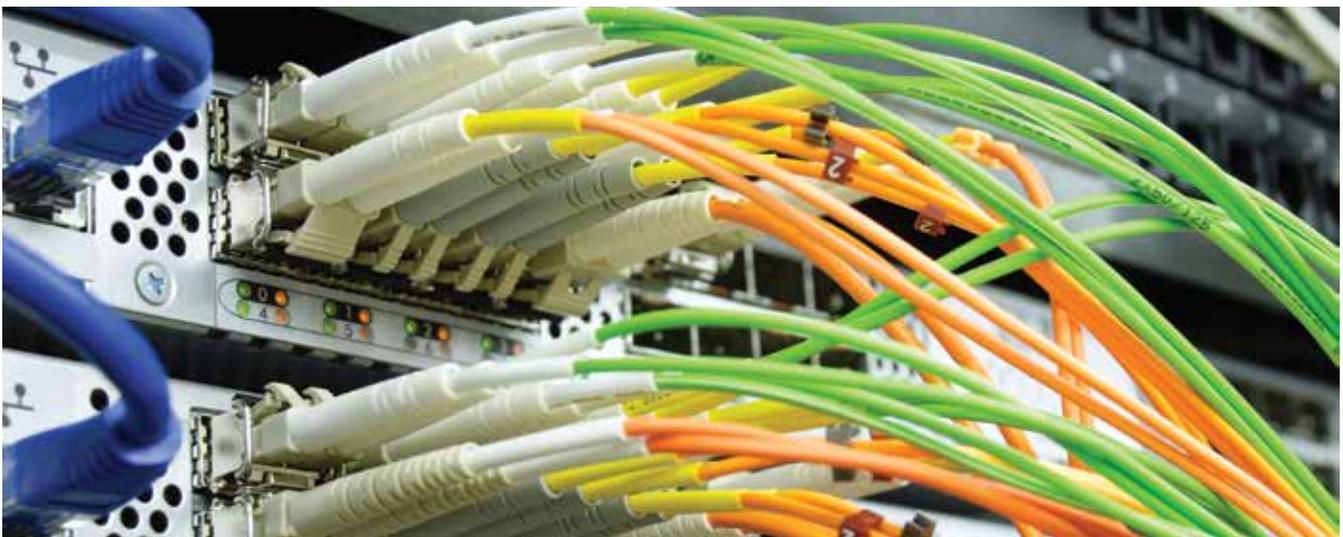
The Javits Center provides skilled Technicians to install and maintain the service you require. Most telephone and Internet rates include labor. Should you need to hire labor, straight time hours for the Technicians run from 7:30 a.m. to 3 p.m., Monday through Friday. Overtime charges apply for all other hours and holidays outside these. Labor charges are billed in one-half hour increments.

## Any Questions?

If you have any questions about telephone or wired internet access, please give us a call at 212.216.5432.

## Savings

To place your order, simply call us toll-free at 1.877.4.JAVITS or complete and email your order to [Services@javitscenter.com](mailto:Services@javitscenter.com).





# Planning Your Electrical Service

Here are some facts and tips to help you save energy when planning your electrical service.

If you have several devices and pieces of equipment spread throughout your booth, you may need to order a separate service for each.

Electrical code violations are unsafe, time consuming and costly to correct. So, please feel free to call us if you have any questions about the New York City codes. A couple of typical code violations are:

- Use of multiple attachment plugs, called “cube taps”
- Use of plugs and connectors which are commonly used in Europe and Asia

Be aware of labor charges you may incur. Charges are usually assessed for:

- All 208, 460 volt and overhead work
- Securing and removing service for booths with three or more separate 110 volt services
- Installing and dismantling exhibitor-owned lights (except 10x10 pop-up booths)
- Installing and removing communications cable between booths or under carpet
- Installing, operating and removing sound and light equipment

Labor is charged in half-hour increments. Please check your Electrical Request Form for straight and overtime rates. If the electrical service for

your exhibit is complex and you are concerned about labor charges, call the Javits Show Electric Division at 212.216.2655. We'll be happy to give you a labor estimate.

## You'll find everything you need to get your exhibit up and running. To put your show in service...

### 110 Volt Service

This service is available from floor boxes in all exhibit halls and priced in 500 watt increments up to 2500 watts. Electrical codes do not permit increments above 1500 watts for lighting.

### Quadboxes and Plug-in Strips

These items can be rented separately for 110 volt service up to 1500 watts. Quadboxes have four outlets and plug-in strips have six to eight outlets.

### 208 Volt Service

Service is available from floor boxes and other locations in all exhibit halls for amperages up to 60, single-phase, or 60 amps, three-phase. Prices are in increments of amperage. Higher amperage is available after being transformed from 460 volt service, using portable transformers. The Javits Center maintains an inventory of portable transformers which can be moved readily throughout exhibit halls.



# Planning Your Electrical Service



## **460 Volt Service**

460 volt service is available from overhead sources in most exhibit halls and to a limited extent in the Special Event Hall and River Pavilion. Prices are in increments of amperage.

## **Put your exhibit in the best light.**

### **Parcan Lights**

Theatrical lighting fixtures with 1000 watt lamps may be rented and are normally installed overhead. Lamps are incandescent and give a natural color rendition to featured products and merchandise. These items must be ordered in advance.

### **Skanda Light**

Rented in single configuration with a 200 watt halogen lamp. The fixture is adjustable and can be mounted to the hard wall of booth structures (not pipe & drape).

### **Gooseneck and Clamp-on Floodlights**

Single or twin configurations with 120 watt floodlights are available for rent.



# Planning Your Electrical Service

## Your exhibit can sound as good as it looks.

### Sound Equipment Rental

The Javits Center has an inventory of microphones (wireless included), sound systems and tape recording equipment.

You can rent any one or all of these items. Our inventory on this equipment is limited. Please see the price list in the back of this catalog for a detailed list of equipment and prices. **To place your sound equipment order, please call the Javits Show Electric Division at 212.216.2645, 8am-4pm, Monday – Friday.**

### Who Does The Work?

Exhibitors may install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders (excluding track lighting).

The Javits Center provides skilled journeymen electricians. Our electricians install all other lighting other than what is listed above. They install and remove all electrical signs, wiring, disconnects and distribution panels, all communication and video cable between and outside exhibits and under carpets, and all sound systems. Javits' electricians will also operate certain sound, light, and video systems.

Electricians' regular work hours are 7:30am to 3pm. When labor charges are applied, straight time prices are charged for these hours, Monday through Friday, except weekday holidays. For all other move-in hours overtime rates will apply.

### Any Questions?

If you have any questions about the electrical services you need, or products you want to order, give us a call toll-free at 1.877.4.JAVITS. If you have a complicated electrical layout, just call us at 212.216.2645 and we'll give you an accurate price quote.

### Savings

If you place your order 15 days before the event, you can save up to 30% on some items. To place your order, simply call us toll-free at 1.877.4.JAVITS or complete and email your order to [Services@javitscenter.com](mailto:Services@javitscenter.com).





# Planning Your Cleaning Service

A clean environment is vital to the success of your exhibit. Running a vacuum each night may be all you need. Perhaps you'd like extra attention throughout the day to ensure a meticulous exhibit space? Or you may require removal of hazardous waste. Javits Center cleaning professionals will handle all your needs before and during the show.

## You Don't Have To Do-it-yourself

### Booth Cleaning

Waste baskets are emptied, and booths are swept and vacuumed the night before the show begins and any other nights you request.

### Carpet Shampoo

If you wish, your booth will be shampooed at night. (Anti-static, of course).

### Porter Service

Our porters are quiet and professional at all times. We encourage continuous booth maintenance, to empty waste baskets and ensure a neat and clean appearance, even when customers are present.

### Hazardous Waste Removal

If you require this service, special 55 gallon drum containers will be brought to your booth and removed by our cleaning personnel. However, you must fill containers and submit proper MSDS and hazardous material forms. Without the MSDS report the hazardous waste cannot be disposed of without analysis at an additional cost of \$200.



### Who Does The Work?

The Javits Center provides professional cleaning personnel.

Cleaning staff work at any time as determined by Javits' management or, when porter service is ordered, at the times you request.

You can clean and wipe down your products and display merchandise and the parts of your exhibit not installed by Javits' labor.

### Any Questions?

If you have questions about the cleaning services we provide, give us a call.

### Savings

If you place your order 15 days before the event, you can save up to 30% on your service. To place your order simply call us toll-free at 1.877.JAVITS or complete and email your order form to [Services@javitscenter.com](mailto:Services@javitscenter.com)



# Planning Your Plumbing Service

It can be easy when you have the facts. Here are some things you'll need to know before you get started.

## Disconnect Size

Make sure your compressed air and water disconnect sizes and types are compatible with ours. Our disconnects are Hansen types at sizes; 1/4", 3/8", 1/2" and 3/4".

## Line Location

Please make note of the location of your operating machinery in relation to the overhead air/water drop in Halls 1A, B and C or to the floor utility box in Halls 3A, B, D and E. Air and water hoses which run along the floor and under carpet can be tripping hazards.

## Special Conditions

If your equipment has strict tolerances for temperature, pressure, or cleanliness, you should consider bringing your own regulating devices and filters.

## Branch Outlets

Branch outlets are expensive. Therefore, although the Javits Center has a reasonable manifold fee, you might want to bring your own.

We'll provide most everything you need when it comes to plumbing.

## Compressed Air

Compressed air is available in Exhibit Halls on Level 3, in Halls 1A, 1B and 1C, as well as in limited amounts in Hall 1D. (Standard air pressure is 90-100 psi).

## Water and Drainage

These services are available in Exhibit Halls on Level 3, in Halls 1A, 1B, and 1C and in limited amounts in Hall 1E. (Standard water pressure is 40 psi).

## Sinks and Hot Water Heaters

Sinks and six-gallon hot water heaters are available for rent. (Quantities are limited). There are a few larger units available (up to 80 gallon). Please call first for availability and price quotes.

## Bottled (Non-Flammable) Gas

The Javits Center can order, store, and handle most bottled gas requests. Please call us for a price quote.

## Overhead Venting

Overhead vents are available in Halls 3A, B and E. Please be aware that labor charges are normally assessed for these installations.



# Planning Your Plumbing Service

## Who Does The Work?

The Javits Center provides skilled plumbing professionals.

Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. They make all final connections to the compressed air, water and drainage systems. Plumbers fill and drain all water tanks over 20 gallons. They can also store, handle and connect bottled gas if needed.

Most of the plumbing service prices include labor. Plumbing labor charges are only applied for work requested which is not included on the Plumbing Request Form and for repairs and relocations. In these instances, straight time rates are charged Monday through Friday 7:30am to 3pm (except holidays). Overtime rates apply at all other times (including holidays). Labor is charged in half-hour increments.

## Any Questions?

If you have any questions about the plumbing services you need or products you want to order, give us a call toll-free at 1.877.4. JAVITS.

If you have a complicated plumbing layout, just call us at 212.216.2233 and we'll give you an accurate price quote.

## Savings

If you place your order 15 days before the event, you can save up to 30% on some items and ensure your plumbing will be installed on time. To place your order, simply call us toll-free at 1.877.4.JAVITS or complete and email your order to [Services@javitscenter.com](mailto:Services@javitscenter.com).





# Planning Your Booth Catering

Would you like to have something for everyone? Maybe only breakfast or perhaps, a snack for the afternoon crowd? You'll find that Centerplate, the Javits Center's exclusive caterer, provides top notch service and a wide selection of fine food for every taste. For every time of day.

## Decisions, Decisions, Decisions

### Breakfast

From coffee to fresh fruit to an assortment of the best New York bagels, we've got everything covered.

### Lunch

Whether it's a deli board, or a platter of delicious, freshly prepared salads, there's something for everyone. Boxed lunches—A convenient way to satisfy everyone.

### Refreshments

Soda, juice, beer, wine, or liquor. Whatever you need is right here.

### Snacks

Do you want fudge brownies? We've got them. Cookies? No problem. Pretzels and dip? Done.

To make your food and beverage selections, please contact us.

### Who Does The Work?

We do it together. You simply decide on the menu. Centerplate's classically-trained chefs prepare your selections and provide professional wait staff at your request.

### Any Questions?

If you have any questions about booth catering services or customized menus, give us a call at 212.216.2400. We'll be happy to help you decide.

### Savings

To place your order, simply call us toll-free at 1.877.4.JAVITS or complete and email your order to [Services@javitscenter.com](mailto:Services@javitscenter.com).





# On-Site Dining Services

In 2014 the Javits Center and Centerplate unveiled three new Retail outlets, Marketplace located on the Crystal Palace, Starbucks located on the Concourse one level up from the Special Events lobby and Concourse Café located on the concourse by 1C hall.

The **Marketplace** menu was inspired by Centerplate and three Celebrity Chefs: Dave Pasternak of Esca in Manhattan, Roberto Santibanez of Fonda in Brooklyn and Richard Landau of Vedge in Philadelphia and recent winner on Chopped.

The **Marketplace Grill** menu consists of Fresh made Hamburgers, Chicken Thigh sandwiches, and Hot dogs from the famous butcher Pat Lafrieda, and skin on French Fries with Old Bay seasoning.

Asian Vegan Tacos, Mexican Tortas, Red Sauce Italian cuisine, Go Natural Hot and Cold sandwiches, salads and soups all made from all natural ingredients.

Brooklyn Roasted Coffee, Pastries, Snacks and New York State beer are also available.



**Starbucks** – newly constructed and serving a full line of your favorite Starbucks beverages, sandwiches, salads and snacks.

**Concourse Café**, a quick service café serving hot breakfast sandwiches, muffins, croissants, Brooklyn Roasted coffee, Lavazza espresso based drinks, Hot and Cold sandwiches and, salads made from all natural meats

Also, in October 2014 at the Javits Center, the **Taste of New York** retail store opened on the Crystal Palace. The store sells products made in New York State, as well as fresh products grown from local farm and dairies produced from the great state of New York.

# ✓ On-Site Services



## American Express Open® Business Lounge

American Express OPEN is dedicated to helping small businesses do more business. That's why we created the American Express OPEN® Business Lounge, a premium event amenity at the Javits Center. This state of the art lounge offers American Express OPEN Card Members, and onsite Card applicants, an opportunity to break from their busy schedules and enjoy free Wi-Fi, refreshments, computer and printer access, loaner device chargers and comfortable seating for productive meetings or pure relaxation. Business owners who are not Card Members may apply for a Business Card from American Express OPEN with representatives at the business lounge and American Express OPEN kiosks throughout the Javits Center. The lounge is located on the 4E Terrace, above the south side of the Crystal Palace lobby.



## SuperShuttle/Golden Touch

SuperShuttle/Golden Touch Transportation Services is the exclusive provider of transportation at the Javits Center. It is a full-service transportation solutions company offering a number of services – from corporate shuttles and sightseeing to point-to-point transfers – to private shopping trips and providing transportation to functions around town and more. SuperShuttle/Golden Touch Transportation Services is offering a special fare from as low as \$15 plus tax between the Javits Center to all NYC area airports via shared ride shuttle service with an advanced reservation. Visit the on-site office near the transportation center on the Concourse Level or log onto their website at [www.goldentouchtransportation.com](http://www.goldentouchtransportation.com), [www.supershuttle.com](http://www.supershuttle.com) or call 1.800.BLUE.VAN.

# ✓ More On-Site Services



## Banking Services

There are two Chase ATMs located in the Javits Center for your convenience. One is on Level 3, in the Crystal Palace, next to the Guest Services desk, and the other is on Level 1, near the Food Court.



## Hudson

As a convenience to our visitors, Hudson is open during event hours. Newspapers, magazines, maps, books, NY State lottery tickets, as well as souvenirs, candy and other sundries are available. They are located near the main entrance and on the Concourse.

## FedEx Office and Print Center

To place an order on-line please go to [www.fedex.com/conventions](http://www.fedex.com/conventions)

Just because you're away from the office doesn't mean the work goes away while you're gone. FedEx Office is available to exhibitors during event hours to help you keep up on important work while you're on the road as well as last minute needs while you're with us. With a central location on level 2 across from Starbucks, you now have access to photocopying, signs and banners, posters, fliers, press kits and so much more.



In addition, FedEx Office offers packing services and FedEx Express® and FedEx Ground® shipping to help you ship important materials back to the office hassle-free.

If you have other business needs or would like to plan ahead, contact the on-site representative, Roy Haddock at 917.531.8688.

FedEx Office—Make it. Print it. Pack it. Ship it.



# Facility/Operational Policies

## General Decorating Contractor

General Decorating Contractors are hired by your event manager. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General contractors supply their own on-site management and supervisors and hire freight-moving and exhibitbuilding labor from the Javits Center. In order to hire labor directly from the Center, General Decorating Contractor's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

## Exhibit Appointed Contractors

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

## Labor Provided by the Javits Center

The Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center's employees to perform the following work:

### Freight Moving

Javits' Freight Handlers are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from the exhibitors booths; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and performing rigging work with forklifts. Freight Handlers are hired from the Center by general decorating contractors and work under the direction and supervision of the general decorating contractor. Their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.

*Work Hours:* Freight Handlers have three shifts per day, per event, per contractor and are paid straight time from Monday to Friday (except holidays). Freight Handlers are paid overtime (1 1/2 times) on any work over eight hours on Monday to Friday and all day Saturday and Sunday. They are paid double time for all work on holidays. Freight Handler's have 11 holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas.



# Facility/Operational Policies

## **Meeting Room Set-up**

Javits set-up personnel move and arrange all “house” furniture for use in meeting rooms. Your event manager gets the first set-up per day at no charge. There is a charge for room changeovers and additions. Set-up personnel are represented by the International Brotherhood of Teamsters, Local 237. Work Hours: Javits’ set-up personnel work at times determined by Javits management.

## **Exhibit Building**

Carpenters perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-skidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work. Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Carpenters are hired from the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors’ direction and supervision and their shifts are organized and determined by the contractor.

*Work Hours:* Carpenters have three shifts per day, per event, per contractor and are charged at straight time rates for the first eight hours of shift work. Monday to Friday (except holidays). Carpenters are paid overtime (1 1/2 x) for work more than 8 hours (Monday-Friday) and all day Saturday and certain

Sundays. On other Sundays and on all holidays, they are paid double time. Carpenters have 10 holidays: New Year’s Day; President’s Day; Memorial Day; Independence Day; Labor Day; Columbus Day ; Election Day (in a Presidential Election year); Thanksgiving Day and the day after and Christmas.

## **Electric Work**

Javits Electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, except 10x10 ft. pop up booths with four or less lights, all electric signs, all communication and video cable between or outside exhibits and under carpet, and sound systems. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

*Work Hours:* Electrician’s regular work hours are 7:30am to 3pm. When labor charges are applied, straight time prices are charged for these hours, Monday through Friday, except weekday holidays. For all other move-in hours overtime rates will apply. All move-out hours will be charged at the applicable rate. Electricians have 11 holidays; New Year’s Day; Martin Luther King, Jr. Day; President’s Day; Memorial Day; Independence Day; Labor Day; Columbus Day ; Election Day; Thanksgiving Day and the day after and Christmas.

## **Rigging Work**

Rigging is performed by Javits employees. The nature of the work involved will determine which employees perform rigging work.



# Facility/Operational Policies

## Telephone Work

Javits' telephone electricians install, remove and repair all telephone lines. Telephone technicians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

*Work Hours:* Telephone electrician's normal work hours are 7:30 A.M. to 3 P.M. each day. Most of the telephone service rates include labor. Telephone labor is only applied for work as requested which is not part of the service order form and for repairs and relocation. In these instances, straight time rates are charged Monday to Friday, 7:30 A.M. to 3 P.M. (except holidays). At all other times, Monday through Friday, Saturday, Sunday and holidays, overtime rates are charged. Telephone electricians have 11 holidays; New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Thanksgiving Day and the day after, and Christmas.

## Plumbing Work

Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.

*Work Hours:* Normal work shift for plumbers is 7:30 A.M. to 3 P.M. Monday to Friday (except holidays). At all other times (including hours after 3 P.M. to 7:30 A.M. Monday through Friday, Saturday, Sunday and holidays) overtime rates are charged. Plumbers have 10 holidays; New Year's Day; President's Day; Memorial

Day; Independence Day; Labor Day; Columbus Day; Election Day; Thanksgiving Day and the day after and Christmas.

## Cleaning

Javits' Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.

*Work Hours:* Cleaners work at any time as determined by Javits management or, when porter service is ordered, at times requested by exhibitors.

## Use of Company Personnel as Managers and Supervisors

Contractors are permitted to use their own personnel as managers and supervisors of the labor described above, provided that they have completed a questionnaire, been approved by the Center and affirm that they are performing only legitimate managerial tasks, and that the company maintains a reasonable ratio of managers and supervisors to labor. Violation of any of these conditions shall result in a revocation not only of the supervising employee's authorization, but also of the contractor's authorization to conduct business at the Javits Center.

*Important:* These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.



# Facility/Operational Policies

## Exhibitor Self-Service Permitted by the Javits Center

### *Freight Moving for Exhibitors Permitted ("Hand Carry Policy")*

Hand carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed. Temporary loading and unloading zones are assigned and managed by Javits Public Safety personnel in conjunction with show management staff. Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van. Vehicles must be attended by a licensed driver at all times. Exhibitors moving items must use the doors and routes designated by event management. Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact.

Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments.

"Pop-up" displays, equal/less than 10ft. in length, capable of being carried by hand by one person may be carried in.

Moving company trucks may be loaded and unloaded only on the Javits Center loading dock by Javits Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on

the north end or anywhere else in the vicinity of the Center, as their freight is not considered "hand carry" regardless of its size. Under no circumstances will moving company employees, or any persons other than Javits Freight Handlers or direct employees of an exhibiting company engaged in legitimate "hand carry," be permitted to handle freight on Javits Center property.

### *Exhibit/Building Work Permitted for Exhibitors*

Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit as long as the booth size is 250 square feet or less and work can be done without tools. Exhibitors may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact.

Exhibitors may be able to erect and dismantle "pop-up" displays and booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A "pop up" display at the Javits Center is defined as a self-contained unit which can be hand-carried by one employee. The Center may issue more detailed rules on this from time to time.

### *Telephone Work Permitted*

Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.



# Facility/Operational Policies



## **Electrical Work Permitted for Exhibitors**

An exhibitor with a 100 sq. ft. booth or less and one 500 watt order may install and dismantle their own lights without the use of tools and ladders.

Test and tune their own equipment.

Run their own communications cable between machines in the same booth above the booth carpet.

Connect modems, printers, computers and tablets (up to 8 devices) and install their own lightbulbs.

## **Plumbing Work**

Test, tune or repair water, drain, air and gas lines on the exhibitor side of the disconnect to the building system.

## **Cleaning Work**

Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.



# Directions

Getting to the Javits Center couldn't be easier. To get here, just follow these simple directions.

## By Car

There are many parking garages throughout the Javits Center vicinity. Please refer to page 31 for convenient parking garages. We are located between 11th and 12th Avenue between 34th and 40th Streets. Our main entrances are on 11th Avenue.

### **From the North (Westchester, Connecticut, Massachusetts)**

*95 South (via the Cross-Bronx Expressway) to the George Washington Bridge:* At approach to bridge, bear right to lower level. Exit at the last exit in New York–Parkway South–9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

*Saw Mill River Parkway/Henry Hudson:* Parkway/Route 9A: Follow 9A South to 42nd Street. Turn Left. Go one block to 11th Avenue and turn right.

*New York State Thruway/Major Deegan Expressway/Route 87:* Major Deegan Expressway to George Washington Bridge exit. Stay in right lane towards lower level. Exit at the last exit in New York–Parkway South–9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

### **From the South (New Jersey, Delaware, Pennsylvania, Etc.)**

*95 North to the New Jersey Turnpike.* Exit at the Lincoln Tunnel. When exiting the tunnel, bear left. Follow signs for uptown or northbound to 42nd Street. Turn left onto 42nd Street until you reach 11th Avenue and turn left.

*George Washington Bridge to Parkway South–9A:* At 42nd Street, turn left. Go one block to 11th Avenue and turn right.

### **From Queens and Long Island**

*Queens-Midtown Tunnel:* Take Southbound or Downtown exit to 34th Street and turn right. Go west to 12th Avenue and turn right on 12th Avenue to 40th Street where you turn right.

*Queensboro/59th Street Bridge:* Take 60/61st Street Exit. Go to 5th Avenue alongside Central Park to 59th Street. Turn right onto 59th Street to 7th Avenue and turn left. Go two blocks to 57th Street and turn right. Follow 57th Street to 11th Avenue and turn left.

### **From Staten Island**

*Verrazano-Narrows Bridge* eastbound to the Gowanus Expressway, to the Brooklyn Battery Tunnel. Exit westbound to the West Side Highway/12th Avenue. At 40th Street, turn right. Go one block to 11th Avenue.



# Directions

## By Truck

Please note that our marshaling yard is on 39th Street between 11th and 12th Avenues.

Trucks higher than 12 ft. 6 in. will not clear tunnels. They must use a bridge. Ask the height of the trucks to be certain. Also remember that no trucks are allowed on parkways.

### From North

*95 South (via the Cross Bronx-Expressway):* Exit at Amsterdam Avenue and cross the University Avenue Bridge to 181st Street. Turn left onto Broadway (see Street Directions below).

*87 South (via the Major Deegan Expressway):* Exit at 155th Street/Macombs Dam Bridge. Continue west on 155th Street to Broadway where you turn left (see Street Directions below).

*Triborough Bridge:* To Manhattan. Exit at 125th Street. Go west to Broadway and turn left (see below):

*Street Directions:* Continue on Broadway to the intersection of Broadway, West 65th Street and Columbus Avenue. Bear right onto Columbus. This becomes 9th Avenue at 59th Street. Stay on 9th Avenue to 34th Street. Turn right onto 34th Street to 12th Avenue, turn right. At 40th Street, turn right.

### 12' 6" and under:

*From Long Island-Route 495 (Long Island Expressway):* To Queens Midtown Tunnel. Take southbound or downtown exit to 34th Street and turn right. Go west to 12th Avenue and turn right. At 40th Street turn right.

*From Staten Island and Brooklyn:* From the Verrazano-Narrows Bridge, take the Gowanus Expressway to the Brooklyn Battery Tunnel. Follow westbound signs to 12th Avenue. At 40th Street turn right.

### Over 12' 6":

*Manhattan Bridge:* Follow westbound signs to 12th Avenue. Continue on 12th Avenue until 40th Street. Turn right.

### New Jersey Approach:

See directions from George Washington Bridge (page 29).

## Public Transportation

Please keep in mind that the public transportation fare is \$2.50. The subways accept MetroCards. Buses accept MetroCards and exact change fares. With MetroCards you can transfer from subway to bus and bus to subway for one fare. Metro cards are available in subway stations.

### Buses

*M34:* Runs east/west on 34th Street. Stops on 34th St. and 11th Ave. outside the Javits Center and across from Penn Station.

*M42:* Runs east/west on 42nd street. Stops directly outside the Javits Center and at Grand Central Station.

*M12:* Runs along 11th and 12th Avenues from Columbus with a stop at the Javits Center on 11th Ave.

*Port Authority:* New Jersey Transit and other buses arrive at the Port Authority terminal at 42nd Street between 8th and 9th Avenues.



# Directions

## Trains

The following trains stop at 34th Street/Penn Station:

Amtrak, New Jersey Transit

8th Avenue: **A C E** and The Long Island Rail Road

7th Avenue: **1 2 3** and The Long Island Rail Road

6th Avenue: **B D F N Q R**

Lexington Avenue: **4 5 6**

The following trains stop at 42nd Street/  
Times Square (Broadway):

Metro North Railroad trains stop at Grand Central  
Station at 42nd Street between Lexington and  
Vanderbilt Avenues.

8th Avenue: **A C E**

7th Avenue: **1 2 3 7 N Q R S** The 7 train is  
expected to stop at 34th and 11th in early 2015.

6th Avenue: **B D F**

Lexington Avenue: **4 5 6**

For further information, contact the MTA at  
718.330.1234 or visit [www.mta.info](http://www.mta.info)

## Ferry

The NY Waterway operates a ferry from Weehawken,  
NJ. In just 4 minutes the ferry takes you across the  
Hudson River to 39th Street and 12th Avenue, just  
one block from the Javits Center. Just park at the  
convenient lot adjacent to the ferry terminal and  
take a ferry which leaves every 10-15 minutes  
during peak hours. Call 800.53.FERRY for schedule  
and information.

## Parking

### Parking Lots and Garages

There are a variety of lots open, ranging from  
24-hour, 7-days a week, to more limited service. So,  
if you have any questions make sure to call ahead.

*Advance*, 249 West 43rd Street, 212.221.8902

*Astor Parking Corporation*, 1515 Broadway at 44th  
Street, 212.869.3543

*Beggs Garage*, 515 West 43rd Street, 212.564.6954

*Central Parking System* is the leading provider for  
parking services in the World. 11 convenient facilities  
located near the Javits Center. [www.parking.com](http://www.parking.com)

- 305-319 W. 33rd St.  
(Between 8th and 9th Avenues)
- 444-6 10th Ave. (35th Street)
- 445 W. 35th St.  
(Between 10th & Dyer Avenues)
- 417 W. 35th St.(Between 9th and 10th Avenues)
- 416 W. 36th St  
(Between 36th and Dyer Avenues)
- 433-9 W. 37th St.  
(Between 9th and 10th Avenues)
- 485 10th Ave. (37th Street)
- 513-521 9th Ave. (39th Street)
- 541 W. 38th St.  
(Between 10th and 11th Avenues)

For rates and Hours of Operation call 800.836.6666

*Square Industries*, 306 West 44th Street, 212.247.5807

*Times Square Park*, 220 West 41st Street, 212.730.1777