

RESOURCES FOR YOUR TEAM

Review the onsite contacts, processes and information Exhibitors and staff need to navigate the Show.

Onsite Resources

We recommend you print and share the following resources with staff:

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- [Exhibitor Onsite Contact Guide](#)
- [Registration Overview](#)
- [Registration and Access Information](#)
- [Work Rules and Labor Union Regulations](#)
- [Freeman Online Exhibitor Manual](#)
- [Concession Schedule and Locations](#)
- [Material Handling FAQ](#)

Move-In & Move-Out Reminders

If you shipped your freight advance-to-warehouse by the deadline date, it will be delivered to your booth by 8 a.m. on Monday, October 20. If your booth is not set by 5 p.m. on Tuesday, October 21, Show Management reserves the right to rent or use empty space in a way that will complement the overall appearance of the Show and shall not be obligated to refund the space rental fee. Exhibitors may lose their right to exhibit if they do not adhere to the above schedule.

Move-In (Setup)

- **Monday, Oct 20:** 8:00-4:30 pm
 - Wristbands available at security; exhibit hall access starts at 8:00 a.m.
- **Tuesday, Oct 21:** 8:00-4:30 am
 - Full registration services begin; access aligned with registration hours
 - Exhibitors needing extra prep time can apply for an Off-Hours Work Pass.

Show Days (Oct 22-23)

- **Wednesday, Oct 22:** 7:30- 8:00 pm
- **Thursday, Oct 23:** 7:30- 5:00 pm

- Exhibitors may enter before and stay after show hours. EACs (Exhibitor Appointed Contractors) have restricted access: only during designated maintenance windows, not during public exhibit hours. EACs must pick up wristbands daily.

Move-Out (Teardown)

- **Thursday, Oct 23:** 5:00-9:00 pm
- After shows close: teardown begins. Access is available until the final time posted.
- An Off-Hours Work Pass may also be required if teardown work extends beyond scheduled hours.

Move-Out Reminders

- All exhibitor materials must be removed from the exhibit facility by October 23, 2025 - 9:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by October 23, 2025 - 7:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Food and Beverage

Cultivated is the exclusive provider of food and beverage at the Javits Center. Outside food and beverages are prohibited. Please refer to the [concession schedule](#) or contact [Cultivated](#) to order your catering needs.

Safety Notice: Hanging Sign and/or Aerial Orders

For the safety and health of our employees, customers and vendors, Freeman has instituted a corporate policy stating no personnel shall walk or work beneath elevated work platforms or loads suspended from cranes during installation, dismantle, or material movement without appropriate head protection such as a Type 1 Hard Hat or equivalent Safety Helmet. Appropriate signage will be displayed on the show floor indicating Hard Hat Areas and trained personnel will monitor overhead work to ensure a safe work area is maintained.

Press

Members of the media will be present at this event. Your booth and the information you showcase is for public records and may be used in articles they write, including audio or video recording. If you have any questions regarding press lists, press releases, or press briefings, please visit the Newsroom in 4E Terrance.

Security

We highly recommend you provide locks for all electronics and expensive booth items. Security guards will be stationed at the exhibit hall entrances and selected docks, during non-show hours, beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show Management, the General Service

Contractor and the Facility are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall. If you wish to arrange for security within your booth, you can do so at the Security Office in 4B01 or contact Citadel Security at 212-509-5570. Please note, onsite availability is limited.

Above and beyond our standard security procedures – which include multiple interior badge check points, random bag searches, and exterior perimeter security posts -we are increasing security and law enforcement personnel around the exterior perimeter of the Convention Center. Participants should expect to see an increased uniformed tactical Police Officer and K9 Detection Team presence, as well as an increase in the number of random bag searches.

Sustainability Tips

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

- Turn off lights and electric equipment when not in use.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize paper handouts and use double-sided printing.
- Avoid printing dates on materials so you can reuse them.
- Minimize packaging materials.