

children's club MOVE-OUT

March 9-11, 2014 • Javits Center, NYC • 9am-6pm Sunday-Monday. 9am-5pm Tuesday

Custom Booths

Reminder: Custom Booths must be packed and ready for loading Tuesday by 8pm. GES reserves the right to force freight at the exhibitors' expense for drivers checked-in after this time. Please see GES Service Desk with any questions you may have.

ID Needed

EVERY truck/van driver and all messengers must have either a letter or a Bill of Lading from your company stating that they will be making pick-ups for your company. They must also have photo ID for themselves and a valid driver's license. Drivers and messengers **MUST HAVE** your Booth number or they will not be allowed in the building. This process meets stricter safety requirements for public assembly.

Empty Boxes, Cartons, and Crates

At 5pm on Tuesday, GES will begin to remove the aisle carpet. Once that process is complete, GES will begin to return all boxes/cartons/fiber cases from empty storage first, followed by crates. This total process will take a few hours to complete. Exhibitors should wait in their Booth, the boxes will be delivered to the booth. Crowding the loading area will not make the process go any quicker; in fact, it may hinder it.

TRUCKER Check-in

All trucks that need a forklift to load must be loaded at the Loading Dock/Area. For this show, the truck loading area is on 39th Street and 12th Avenue. Forklift service is available in this area only. Exhibitors may not load their own vehicles in this area, nor can they leave a vehicle unattended.

- Truck drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to GES freight Trailer and bring all shipping paperwork to the GES representative.
- A GES representative will take the driver's paperwork and cell phone # to contact the driver when GES is ready to bring the vehicle into the unloading area. Be sure either the driver (or someone with the driver) can speak English so they can understand the instructions.
- **Any Exhibitor that will be using the loading area to "load" their vehicle (truck or van) must complete a Material Handling form available from the GES Service Desk.**
- When an Exhibitor is packed and ready to go, the Exhibitor must bring their completed material handling form to the GES Service Desk. This form tells both GES and the truck driver that the Exhibitor's materials are packed and ready to be loaded onto their truck.
- Once the GES Service Desk personnel have the completed material handling form your shipment will be placed on the list of "ready-to-move out and your driver will be called when a loading spot becomes available...
- Note: if GES cannot get in touch with the driver, or the driver cannot be found, GES will call the next person in line, bypassing your truck.
- **Once the truck is in the unloading area, there still will be wait time for an available loading "bay" and freight crew.**
- Trucks will be loaded on a first-come, first-served basis, which is based on the time the exhibitor turns in their material handling form at the GES Service Desk, the time the driver checks in at the Freight Desk and space availability for that size vehicle; hence there will be wait time for the vehicle to be loaded.

All private cars/vans (and those who do not require assistance loading) do not need to check-in at the GES freight desk and will be permitted into the Javits Center on a first-come, first-served basis as space becomes available.

Lining Up

All trucks, vans and private cars that will be picking up from the Javits Center must enter from **39th Street and 12th Avenue**. Vehicles scheduled to pick up from the Javits Center will be permitted to enter beginning at 5pm as parking spaces become available. Be sure your driver is aware and follows any NYC traffic and parking laws. Once the vehicle enters the Javits Center, it will not be permitted to park; the driver must remain with the vehicle as it is being loaded. If your shipment is not ready to be loaded when your driver arrives, the vehicle cannot remain parked; the driver will need to re-enter the Javits. Drivers must remain with their vehicles at all times. Vehicles found cutting the line, will be re-directed to the back of the line.

Loading Your Vehicle

ENK Movers will be available at no charge (once all boxes are returned) to help bring your materials to your vehicle. If you would like assistance and will be departing from the front entrance, please put your name on GES' list (first-come, first-served basis) with the GES representative at the front entrance of hall 1B of the Javits Center.

Storage Room

The Secured Storage Room will close at 6:00pm on Tuesday. All materials must be removed by 5:30pm. You may begin to remove items from the Secured Storage Room beginning at 4:45pm on Tuesday (no earlier).

Please know that at the end of each Show there will be a line of exhibitors waiting to check-out merchandise. Although Citadel will have additional staff in this area for move-out, please be prepared for a wait time.

Shipping

- All merchandise samples, etc. **must be removed** from the exhibit facility by 8:00pm on Tuesday.
- If an Exhibitor's carrier does not arrive by the scheduled move-out time, the shipment will be "forced" on to the next available carrier at the Exhibitor's expense.
- Carefully pack your exhibit materials and merchandise; be careful not to leave anything behind.
- Exhibitors shipping samples, exhibit materials, etc. from the Javits must prepare the proper documents for the shipment of their merchandise, such as a Bill of Lading. A Bill of Lading tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. These forms, which will be available from the GES Service Desk, must be submitted to GES when you are finished packing.
- All shipments, whether pre-paid or collect, must indicate the name and address of the company or person responsible for the charges.
- Please be sure that all shipping information and a form of payment are in the hands of all persons who will be breaking down your Booth.
- The GES/ENK Movers are experienced with general freight and are not familiar with delicate merchandise. It is the exhibitor's responsibility to supervise the safe loading of their merchandise.
- Do not leave your boxes/crates, etc. unattended at any time during Move-out. ENK urges Exhibitors not to leave the Javits Center before their shipment is picked up by your carrier, messenger, trucker, etc. **no matter what you are advised by anyone else.**

ENK, GES, Citadel and The Javits Center are not responsible for items left unattended.

Many workers are willing to provide answers to questions; however, they may not have the correct information. Therefore, if you need assistance or have a question please ask an ENK staff member or stop by the GES Service Desk.

Thank you and we look forward to seeing you at the next show.