

New York International Auto Show 2025
SPACE #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Friday, April 4, 2025 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Wednesday, April 30, 2025 by 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Tuesday, March 4, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$0.93/lb = \$ _____

Overtime after 4:30 pm x \$1.21/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$65.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, April 11, 2025. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$0.79/lb = \$ _____

Overtime after 4:30 pm x \$1.21/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$65.00 ea. = \$ _____

Material Handling Estimate \$ _____

Delivery of Vehicles x \$35.05 = \$ _____



SHIPPING INFORMATION

Advance Shipment Instructions: to T3 Expo Warehouse

Exhibitors shipping display & equipment prior to show move-in should direct those shipments to the T3 Expo Warehouse between Tuesday, March 4 and Friday April 4, 2025; and label them as follows:

COMPANY NAME SPACE #
NEWYORK INTERNATIONAL AUTO SHOW 2025
c/o T3 Expo
600 Cabot Drive
Hamilton, NJ 08691
Attn: Courtney Belton
(646) 269-1867 | cbelton@t3expo.com

Hours of Operation are Monday- Friday, 8:00 AM – 3:30 PM

Warehouse Drayage Rate: \$0.93 per pound (no minimum)

Service includes:

- thirty (30) calendar days free storage prior to show installation
- unloading at T3 Expo Warehouse, and reloading onto T3 truck(s) for delivery to Javits Center docks
- delivery to your exhibit space within the Javits Center.

UNCRATED MATERIALS OR LOOSE SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE AT THE T3 EXPO WAREHOUSE.

Direct Shipment Instructions: to Javits Center

T3 Expo will discuss, in advance, your direct shipments with you, your EAC, and your carrier to coordinate the timing of your shipments arriving at the Javits Center based upon your need(s). Direct freight shipments to the Javits Center either by a carrier or exhibitors' own truck must be pre-paid and addressed as follows:

COMPANY NAME SPACE #
NEW YORK INTERNATIONAL AUTO SHOW 2025
c/o T3 Expo
JAVITS CENTER
369 12th Avenue
New York, NY 10001-1188

Level 1, first date to arriveFriday, April 11, 2025 (or earlier, as instructed)
Level 3, first date to arrive Saturday, April 12, 2025

All drivers must check-in at the SOUTH FREIGHT CHECK-IN office on 12th Avenue & 36th Street before proceeding to the loading dock entrance. Drivers will be issued a dock pass to enter the dock area and will be directed to their designated dock bay for loading/unloading. All trucks must have certified shipping weights (empty & full).



SHIPPING INFORMATION

Direct Shipment Instructions: to Javits Center (continued)

For complete instructions, see the “T3 Expo Javits Center Marshaling SOP” document in the T3 Expo portion of this manual.

T3 Expo will unload shipments at the following rates:

- **INBOUND & OUTBOUND* shipments\$0.79 per pound, round trip (no minimum)**
(from truck to space & back onto truck)
**Freight Handling on overtime, add 30% (OT = after 4:30 p.m. weekdays, and all-day weekends).*

Freight Booking

The Javits Center has launched a new, state-of-the-art software platform to streamline, accelerate, and track truck marshaling activities for all events at the Javits Center. This first-of-its-kind logistics management system, which can be monitored remotely, will be utilized as part of the four-level truck marshaling facility. This system significantly increases the efficiency and security of the intricate process by which trucks deliver and retrieve event-related materials throughout the show. **All contractor- and exhibitor-scheduled freight deliveries or collections must be scheduled in advance through this new Javits Center Logistics platform, using the VENDOR REGISTRATION FORM.**

[Click here to create a freight booking](#)

If the above link does not work, please copy/type the following link into your browser, and create a freight booking at https://javits-freightbookings.sv3.us/carrier_signup_form. This new logistics software requires all vehicles/drivers to complete a booking providing some basic exhibitor, driver, and company details. A general contractor will review and electronically assign staging, marshaling and/or dock space through SMS text or the mobile application. The check-in process will be expedited by the driver(s) completing the booking information form (up to 24 hours) prior to their arrival. Processing delays should be expected if advance booking is not completed.

EMPTY Labels & Storage

Empty crates, cases, and cartons (once labeled) will be removed to storage and returned to your space after your Press Conference or at the end of the Show. Exhibitors are encouraged to affix the appropriate EMPTY storage labels on crates, cases, or cartons as soon as possible upon unpacking to assist in clearing the floor of extra materials.

Every crate, case, carton, part of exhibit or piece of equipment should have an EMPTY storage label with your Company Name & Space Number printed legibly on it. At the conclusion of the Show—after all cars have been removed from the Show floor—any un-used literature, empty crates, cases, or cartons will be returned to exhibitor space(s). Cartons of literature stored within your space MUST be concealed and CANNOT block aisles nor infringe upon neighboring exhibits.



SHIPPING INFORMATION

EMPTY Labels & Storage (continued)

ALL empty crates, cases and cartons must be labeled for removal from Show aisles by 6 PM on Tuesday, April 15. Any crates, cartons or cases not removed by this date & time must be situated within your own space so as not to impede the laying of aisle carpet.

The following color-coded labels will be used to designate when crates/cases/cartons will be returned to your space—to better facilitate Press Conference changeovers and repacking for outbound shipments:

Yellow: Press Changeover Day #1
(returned Wednesday, April 16 after 6 PM)

Lime: Press Changeover Day #2
(returned Thursday, April 17 after 11 PM)

Orange: General EMPTY storage
(returned Sunday, April 27 after 11 PM)

Pink: Hanging Signs & Overhead Lighting/Rigging
(returned Monday, April 28, by 4 PM)

Light Blue: Specialty Storage
(returned upon request or Sunday, April 27 after 11pm)

Accessible Storage

Bulk deliveries of literature and/or giveaway items from the storage area to Exhibitor's space shall be done by Teamsters. Please place your delivery service orders daily (the day before they are needed) at the T3 Expo Service Desk (in the Crystal Palace lobby, just outside the Hall 3B Entrance). Items delivered to your space can then be moved by the exhibitor (or Journeyman/Apprentice Carpenters) to stock tables, shelves, or other distribution centers. Literature and/or giveaway items must be stored out of view and may not interfere with neighboring display(s).



T3 Advance Discount Deadline:
Order and payment due by Wednesday, March 19, 2025

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

Pick Up _____ (Day/Date) _____ (Time)

Number of vehicles		Price per vehicle (round trip)		Extended Price
_____	x	\$35.05	=	\$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Space #: _____

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Spotting Fee Estimate \$ _____

Inbound Freight Delivery Schedule

Marshalling Yard Hours of Operation

DAY	DATE	TIME / OPEN	TIME / CLOSE
Wednesday	April 9, 2024	12:01 AM	11:59 PM
Thursday	April 10, 2024	12:01 AM	11:59 PM
Friday	April 11, 2024	12:01 AM	11:59 PM
Saturday	April 12, 2024	12:01 AM	11:59 PM
Sunday	April 13, 2024	12:01 AM	11:59 PM
Monday	April 14, 2024	12:01 AM	11:59 PM
Tuesday	April 15, 2024	12:01 AM	11:59 PM
Wednesday	April 16, 2024	12:01 AM	11:59 PM
Thursday	April 17, 2024	5:00 AM	5:00 PM
Friday	April 18, 2024	5:00 AM	5:00 PM
Sunday	April 20, 2024	4:00 PM	11:59 PM
Monday	April 21, 2024	12:01 AM	11:59 PM
Tuesday	April 22, 2024	12:01 AM	11:59 PM
Wednesday	April 22, 2024	12:01 AM	2:00 PM

This schedule only refers to the South Driver Check-in office hours located at Jacob K. Javits Convention Center, 36th Street and 12th Avenue.

Please follow your assigned Target Move-in Schedule.

Marshalling Yard Information

Truck Entrance to the Javits Center:

Delivery access to the venue is at 369 12th Avenue, New York, NY 10018.

For more information on access and parking, please visit <https://www.javitscenter.com/attend/getting-here/>



Official Transportation Provider *via the ABF Freight® Network*

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We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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Our Services Include:

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Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 4, 2025 TO FRIDAY, APRIL 4, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 4, 2025 TO FRIDAY, APRIL 4, 2025

To: _____

Exhibitor Name

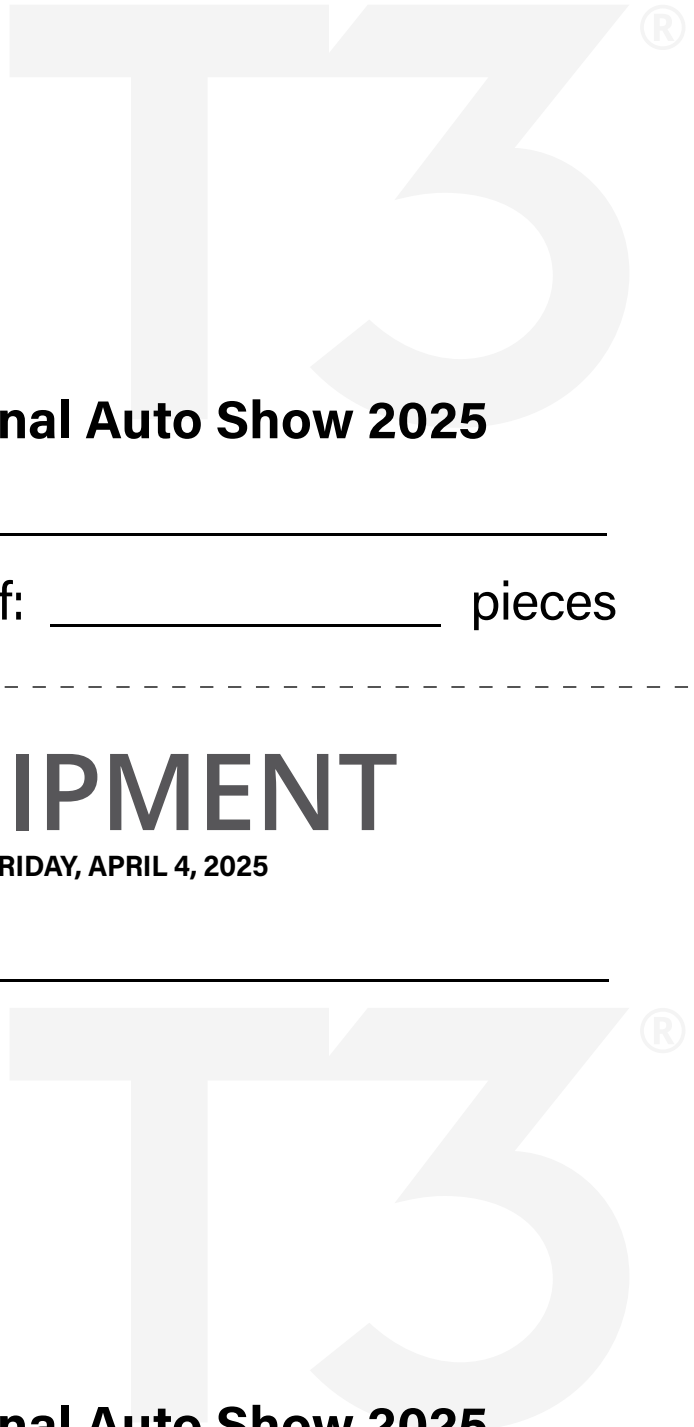
c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.



DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, APRIL 11, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Halls 1A-1C

369 12th Avenue

New York, NY 10001

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, APRIL 11, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Halls 1A-1C

369 12th Avenue

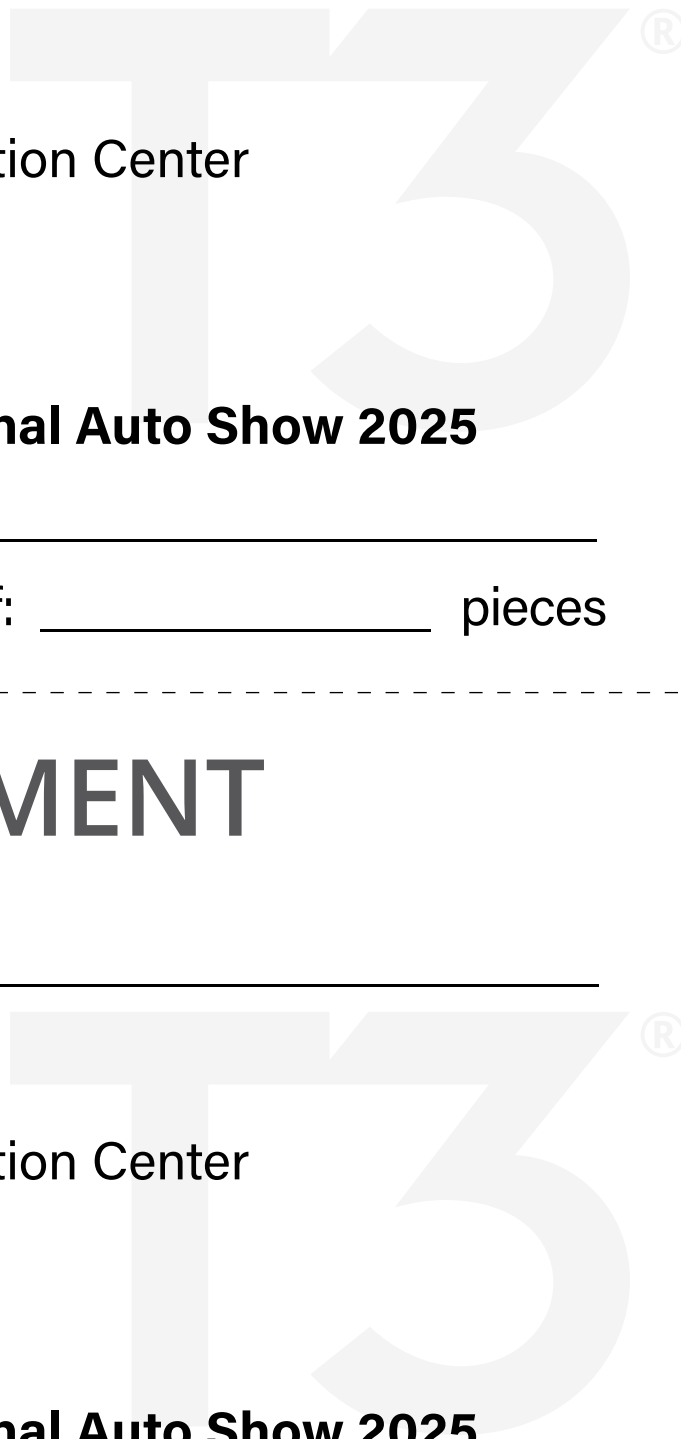
New York, NY 10001

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.



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HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 4, 2025 TO FRIDAY, APRIL 4, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 4, 2025 TO FRIDAY, APRIL 4, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **New York International Auto Show 2025**

Space #: _____

Piece #: _____ of: _____ pieces