



**VE Youth Business Summit 2025**  
**BOOTH #:** \_\_\_\_\_

# 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 Thursday, March 27, 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/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site 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 Tuesday, April 8, 2025 by 4:00 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 Monday, March 3, 2025. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.49/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$63.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

**Direct shipments will be received starting on Monday, April 7, 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 \$2.49/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$63.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_



## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Virtual Enterprises Youth Business Summit 2025

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

#### Information

Advance shipments will be accepted beginning on Monday, March 3, 2025 through Thursday, March 27, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, March 27, 2025 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

### Direct Shipments to Show Site

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Virtual Enterprises Youth Business Summit 2025

c/o: T3 Expo  
c/o: Jacob K. Javits Convention Center  
Halls 1C, 1D, & 1E  
369 12th Avenue  
New York, NY 10001

#### Information

Direct shipments are accepted starting on Monday, April 7, 2025 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

# Javits Center Hand Carry Policy

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion, reduce our carbon footprint, and the negative impact on the west side of Manhattan. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits 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 Crystal Palace via 11th Avenue due to Lincoln Tunnel congestion concerns.

Your event will publish the hand carry hours of operation, location, and entrance availability in advance of your event. Likewise, the Javits Center Public Safety team will organize and coordinate all hand carry operations for your event. In certain cases, depending upon need and availability of space, the rear of exhibit halls and/or our new truck marshaling building may be used for hand carry operations. In all cases, your event will communicate the logistics surrounding your hand carry needs.

## The Javits Center Hand Carry Policy is as follows:

### 1. Hour of Operation and Location:

- Hand carry operation hours are specific and designated by event management.
- Exhibitors moving materials must use access points and routes designated by event management.

### 2. Exhibitor Rules for Hand Carry Operations:

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles will be issued a Javits Center Placard to stage.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced.
- Hazard lights must be activated while staged.
- Hand-carried items can be brought in through the front of the building (east side) for South Javits only through the inner roadway and only during event specified times.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.
- Exhibitors display items which can be hand carried by one person.
- Exhibitors display items which can be moved on a two-wheel hand truck or baggage cart.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade products.
- For the inner roadway, all vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb or as directed by Javits Center Public Safety.
- For the outbound, pre-pack all exhibit items before staging a vehicle curbside.

## Javits Center Hand Carry Policy (continued)

### 3. Strict Restrictions on the Following During Hand Carry Operations:

- The north lobby atrium may not be used to access any part of the Center for the purpose of delivering or removing exhibitor products or materials.
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor products or materials.
- The use of the Crystal Palace for any hand-carry operations.
- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging, or collecting exhibitor materials.
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials.
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any items or materials from a box truck, commercial vehicle, or any vehicle larger than a standard van.
- Any items or materials moved on equipment larger than a two-wheeled baggage cart.
- Any items or materials that cannot be hand carried by one person.
- Any items or materials moved by a moving or freight company, contractor, or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow.

### 4. Enforcement for Hand Carry Operations:

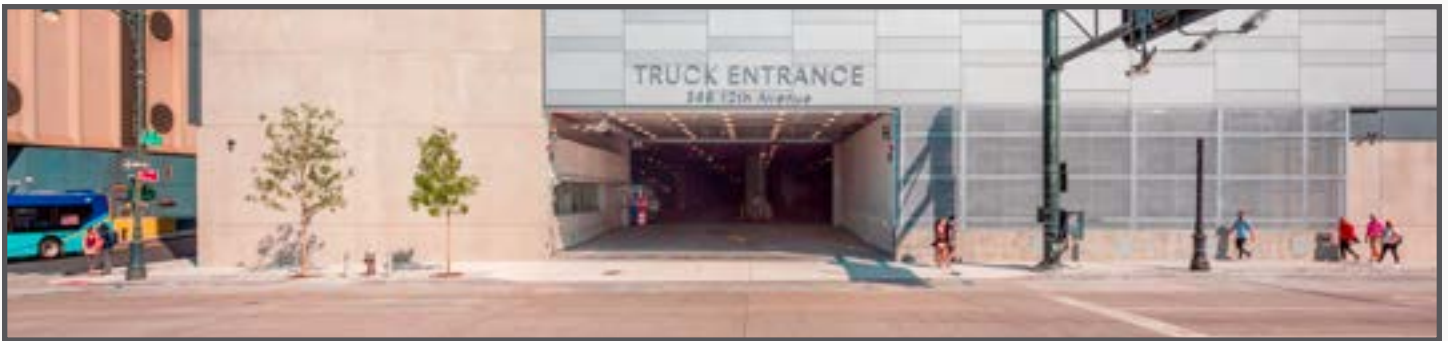
- The Javits Center's Security and Safety Solutions Department will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation.
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.
- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points.

# 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*

**Let ArcBest® make your next trade show the easiest you have ever attended!**

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.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

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*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



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

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 3, 2025 TO THURSDAY, MARCH 27, 2025

To: \_\_\_\_\_

Exhibitor Name

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



Event: **VE Youth Business Summit 2025**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 3, 2025 TO THURSDAY, MARCH 27, 2025

To: \_\_\_\_\_

Exhibitor Name

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



Event: **VE Youth Business Summit 2025**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 7, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Halls 1C, 1D, & 1E

369 12th Avenue

New York, NY 10001

Event: **VE Youth Business Summit 2025**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 7, 2025

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Halls 1C, 1D, & 1E

369 12th Avenue

New York, NY 10001

Event: **VE Youth Business Summit 2025**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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