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DISPLAY RULES & REGULATIONS

subject to change

These Display Rules & Regulations apply to ALL LEVELS (1, 3, and 4) unless otherwise specified.

Show Management reserves the right to determine the appropriateness of exhibit design, structure, and layout that is in the best interest of the Show, other exhibitors, and attendees. When reviewing floor plans, it is the intention of Show Management to consider all displays and exhibits on their individual merits. Considered, too, is the impact on the overall show, visibility, access and egress to adjacent exhibits, and the movement of show visitors.

Exhibitor Appointed Contractors (EACs)

ALL labor must be ordered through either T3 Expo (the official "GSC") or a contractor approved by the Javits Center to provide labor. Exhibitors using an EAC instead of T3 Expo for set-up/dismantle of their display **MUST** complete and return by March 12, 2025, both the "EXHIBITOR APPOINTED CONTRACTORS" form included in the NYIAS Forms section of this manual along with the "NOTICE OF INTENT TO USE EAC" form included in the T3 Expo section of this manual.

ALL EACs must be licensed, insured, and authorized to work in the Javits Center. Your EAC form submission should include any additional contractors for lighting, video, installation & dismantle, flooring, talent and any other services that require labor. ALL contractors must provide a CERTIFICATE OF INSURANCE with limits of liability as outlined on the appropriate CERTIFICATE OF INSURANCE page(s) in this manual.

It is possible for exhibitors to eliminate or minimize overtime (OT) and double time (DT) charges by using straight time (ST) shift work for labor & rigging projects. Please have your EAC speak with the Javits Center's Labor Solutions representative, Christine McMahon, at 212.216.2118 or cmcmahon@javitscenter.com. It's crucial that you understand that it takes a concerted effort on the part of Javits Center, T3 Expo and you (or your EAC) to make ST shift work a reality. It is everyone's intention, with your help, to aggressively plan and schedule all labor & rigging crews well in advance of our normal deadline dates.

NOTE: ALL labor and rigging orders, plus hanging sign & banner orders must be received by March 12, 2025. Please carefully complete these forms, making sure that date, time, hours, day of week, and number of people are accurately/clearly indicated. T3 Expo will then coordinate with the Javits Center to devise and coordinate an optimal schedule for everyone—maximizing the available straight time.

Setback & Height Restrictions

1. LEVEL 3 EXHIBITS: All displays, partitions, walls and exhibit materials must adhere to the following setbacks inclusive of any border egress. All egresses¹ are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

- **Within 5 feet** of the border the **height may not exceed 5 feet**
- **Within 10 feet** of the border the **height may not exceed 10 feet**
- **Within 15 feet** of the border the **height may not exceed 15 feet**
- **Within 20 feet** of the border the **height may not exceed 20 feet**



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Setback & Height Restrictions (continued)

The maximum height of any floor display is 25 feet—with the advance approval of Show Management. Within the low-ceiling area of the 400 aisle there is a maximum height of 12 feet (no exceptions).

Any identification (I.D.) towers within 5-feet of any exhibit border, inclusive of any border egress, exceeding 10-feet in height must be approved in advance by Show Management.

2. LEVEL 1 EXHIBITS: All displays, partitions, walls and exhibit material must adhere to the following setbacks inclusive of any border egress. All egresses¹ are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

- **Within 5 feet** of the border the **height may not exceed 5 feet**
- **Within 10 feet** of the border the **height may not exceed 10 feet**

The maximum floor display height in the 1100, 1200, 1300 and 1400 aisles is 16 feet; in the 1500, 1600 and 1700 aisles the maximum floor display height is 14 feet. Exhibitors should also note that there is an acoustical drop-ceiling in the 1500 - 1700 aisles. *Any variances to these height restrictions must be approved in advance by Show Management.*

Any identification (I.D.) towers within 5-feet of any exhibit border, inclusive of any border egress, exceeding 5-feet in height must be approved in advance by Show Management.

3. LEVEL 4/RIVER PAVILION EXHIBITS: All standard in-line booths on LEVEL 4, the River Pavilion, have an 8-foot height limit. Displays may not be constructed higher than the measurements of standard booth equipment (i.e., 8-foot-high backwall, and 3-foot-high side rail). *If you are planning a special display, please forward your to-scale layout with complete measurement details to Michael Duffy, Business manager by January 13, 2025, for approval prior to installation.*

4. NORTH & SOUTH CONCOURSE EXHIBITS: All exhibit spaces on the North & South Concourse(s) have an 8-foot display height limit. Displays may not be constructed higher than the measurements of standard booth equipment (i.e., 8-foot-high backwall, and 3-foot-high side rail) unless approved in advance by Show Management.

Double-Deck Exhibits (LEVEL 3 Only)

Exhibits with a second level or double-deck, will only be approved for LEVEL 3 in spaces that are located on the outer perimeter walls⁵ of the hall (north, south, and west sides). All double deck exhibits must have the advance approval of Show Management along with the required NYC Agency approvals and permits.

NYC Requirements & Procedures for a Building Notice

The City of New York and the Javits Center both require that in certain situations an approved building notice/permit must be obtained:

- When it is necessary for anyone to walk beneath an exhibit structure.
- When anyone can walk up onto an exhibit structure.



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NYC Requirements & Procedures for a Building Notice

- When there is any form of overhead ceiling which anyone can walk beneath/under.
- When there is a second tier/floor to any exhibit.

In all the above situations, the exhibitor is required to submit to-scale copies of their exhibit layouts (via post and/or email) to:

1. New York International Automobile Show 2025

18-10Whitestone Expressway
Whitestone, NY 11357
Attn: Michael Duffy, Business Manager
miked@autoshowny.com

2. T3 Expo

Kasey Hathaway, Lead Account Executive
khathaway@t3expo.com

Once received and approved by Show Management, Exhibitor(s) must then proceed with the following steps, at their own expense:

1. Retain an architect or engineer licensed within New York State to prepare drawings and applications for review by the NYC Building Department.
2. Architect or engineer submits drawings and application for a Building Notice/Permit and makes an appointment with a Plans Examiner at the Manhattan Building Department.
3. Examiner reviews plan(s) and once approved, authorizes the right for a Building Permit to be issued to erect structure.
4. The Exhibitor's contractor goes to the Building Department, presents Certificates of Insurance, and obtains a Building Permit to construct the structure.
5. The contractor is then required to display building permit for public viewing in a prominent location within the exhibit space, and make exhibit plans available for inspection upon request.

Walls & Partitions

1. Any display, partition, wall or exhibit material higher than eight (8') feet which may block the movement of show visitors and/or sight lines may not exceed 60% of the length of any exhibit border and must be supported from the floor or hung from a truss or the ceiling. Should any display, partition, wall or exhibit material be continuous on any adjacent side, the length of each side may be no more than 45% of the total length of each exhibit border unless approved in advance by Show Management. Any wall, partition or exhibit that is greater than 40% of the length of that side must have one (1) opening that is ten (10) feet wide to allow for the visibility of an adjacent exhibit or be granted a variance by Show Management. **Outer perimeter² exhibit spaces** on the east, south, and west sides of Hall 3E and the east, north, and west sides of Halls 3A & 3B may be excluded with prior approval by Show Management, Javits Center, and the Fire Marshal.

2. Exhibitors occupying **outer perimeter² exhibit spaces** will be allowed—with prior Show Management, Javits Center and Fire Marshal approvals—to construct 20-foot-high outer perimeter walls, provided that the walls are at least 10-feet away from any space border, inclusive of egress.



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Walls & Partitions (continued)

3. Exhibit spaces on the west wall of either LEVEL 3 or LEVEL 1 whose exhibits contain backwalls must have emergency egress¹ openings **at least every 30 feet** or have the approval of Show Management, the Javits Center and the Fire Marshal to do otherwise.
4. All display properties, walls and partitions facing a public area, aisle⁴ or adjacent exhibit border must be appropriately finished on that side. All copy or branding must be shown on all floor plan elevations for Show Management review.

Use of Aisles & Easements

Exhibitors are not allowed to use adjacent aisle/egress areas as extensions of their display space(s). As a reminder, exhibitors are required to carpet the easements within their exhibit space (aisles/areas designated by dashed lines on the overall show layout). These areas are necessary to accommodate fire egress and/or to provide fire equipment access; and are designated as "through-aisles." No exhibit properties or vehicles may be placed in these areas. Raised flooring must be approved on a case-by-case basis and may require the exhibitor to follow specific rules pertaining to fire egress issues. Please contact Michael Duffy via email at miked@autoshowny.com or call 718.746.5300, Ext. 242 to discuss any specific area within your space.

Carpet/Floor Covering

All exhibits must be carpeted or have Show Management-approved floor covering. Exhibitors may use their own carpet, or specialty exhibits (1000 sq. feet or less) may use standard Show carpet at a cost of 3.35 per sq. foot (advance order discount rate) or \$4.79 per sq. foot (standard rate, after March 19, 2025). Standard Show carpet is tuxedo (gray & black). We suggest that exhibitors use a neutral shade of carpet (e.g., beige or grey) within their exhibit space. An order form is enclosed if you wish to use Standard Show carpet. Please forward this form to the address indicated no later than March 19, 2025.

Raised Flooring

1. Exhibitors along the west side of LEVEL 3 may not build or extend raised flooring or ramping into the 20-foot egress along their west exhibit border³. Exhibits on the west wall of LEVEL 3 having raised flooring must provide ramping or egress at the openings on the west side of their display.
2. Exhibitors with raised flooring are required to provide access ramp(s) that meet ADA Standards. These ramp(s) must be incorporated within the footprint of the space not including egress. Ramping is required at a ratio of 1:12. A height increase of 1" requires ramping of 12" to reach that height. The usage of any railings must be contained within the display and not extend into any aisle or easement.
3. Exhibitors with raised flooring that does not have railings or ramping and is open to public access **MUST CLEARLY INDICATE HEIGHT CHANGES** with either signage, lighting, textured flooring or other highly visible material.



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Raised Flooring (continued)

4. Ramping may not extend into any aisle⁴ or easement. Exhibitors must provide detailed information on floor heights and ramping locations (including the slope of all ramping) on all floor plans submitted for approval.
5. Exhibitors with a shared exhibit border³ that have a raised floor must either meet adjacent exhibitor's raised flooring at the same height or end their exhibit flooring in such a way so that there is no safety or tripping hazard.

Hanging Signs & Hanging Load Limits

1. All hanging signs and banners must be submitted in advance for review & approval by Show Management. Plans should indicate all dimensions, trim height, and OAH.
2. Hanging signs below 14 feet must adhere to the setback regulations previously noted and be called out on floor plans.
3. Hanging corporate ID or logo signs must be approved in advance by Show Management. All logo signs must be at least five (5) feet from the main aisle⁴ and ten (10) feet from an adjacent exhibit unless otherwise approved by Show Management.
4. Any signage hanging directly over floor-based displays, walls or partitions that may obstruct the visibility into an adjacent exhibit will be required by Show Management to provide an opening between the top of the floor-based material(s) and the lowest point of the hanging property. At no time will the complete obstruction of an adjacent exhibit be allowed, and the exhibitor may be required to reduce the height or length of display to allow for additional visibility.
5. All hanging sign locations must be pre-approved by Show Management, Signs must not interfere with nor encroach on surrounding exhibits (including displays & signage). Should a dispute occur during the Show, Management reserves the right to resolve the situation in the best interests of the Show.
6. T3 Expo must install ALL non-electrical rigging. ALL electrical rigging must be installed by Javits Center Show Electric.
7. **Halls 3A, 3B and 3E Halls:**
 1. Sign Height Restrictions: Top of sign is not to exceed 31 feet in spaces: 200, 204, 302, 500, 502, 600, 606, 700, 702, 704, 706, 708, 710, 800, 806 and 810.
 2. Load weight is ONLY to be hung from nodes. Up to 1500 lbs. load can be hung from a single truss node, top or bottom cord of the truss. ALL loads shall be hung directly from the nodes.
 3. There is an overall limit of 15,000 lbs. for each 90' x 90' bay between building columns (clustered 16" diameter steel pipes).
 4. NO LOADS are to be hung from air diffusers, lights, roof drainpipes, sprinkler heads & pipes, nor cross frame members. EXCEPTION: ONLY aisle signs weighing less than or equal to 10 lbs. may be hung from cross frame members. **NOTE:** Cable slack is not to be tied/secured to cross frame member(s).



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Hanging Signs & Hanging Load Limits (continued)

8. Hall 3D:

1. Sign Height Restrictions: Top of sign is not to exceed 13 feet (as ceiling height is 14') in spaces: 400, 402, 406 and 410. **NO SIGNS NOR BANNERS CAN BE HUNG ON SIDES OF SPACES: 400, 402, 406 and 410.**
2. The moveable wall track (in the ceiling) may be used for light loads (up to 50 lbs. per hang point) with approved hanging devices (see Operations section for details)
3. **NO LOADS** are to be hung from air diffusers, lights, roof drainpipes nor sprinkler heads & pipes.

9. Halls 1A:

1. Sign Height Restrictions: Top of sign is not to exceed 15'-6" (as ceiling height is 16'-9") in spaces: 1500-1770.
2. The moveable wall track (in the ceiling) may be used for light loads (up to 50 lbs. per hang point) with approved hanging devices (see Operations section for details).
3. **NO LOADS** are to be hung from air diffusers, lights, roof drainpipes nor sprinkler heads & pipes.

10. Halls 1B & 1C:

1. Sign Height Restrictions: Top of sign is not to exceed 16 feet (as ceiling height is 19'-7") in spaces: 1100 – 1426.
2. Metal deck tabs (female ½" thread) can be used with approved hardware to hang up to 100 lbs. per hang point. (see Operations section for details).
3. **NO LOADS** are to be hung from air diffusers, lights, roof drainpipes nor sprinkler heads & pipes.
EXCEPTION: ONLY aisle signs or PAR can lights weighing less than or equal to 10 lbs. may be hung from the existing threaded rods supporting cable trays if it does not compromise its overall loadbearing capacity.

11. Champagne Columns:

1. Up to 150 lbs. load can be hung from champagne column nodes.
2. On all columns **WITH CAMERAS**, rigging must not impede/interfere with camera view. A floor plan with camera locations/heights is available from Show Management.

12. Fire Hose Columns:

1. Exhibits with columns containing fire hose cabinets **MUST** always provide 5 feet of clear access from aisle(s). Fire hose cabinet sign(s) must also remain visible and unobstructed in anyway by display properties.
2. For pre-approved column wraps, exhibitors must replace all fire equipment-related signage with supplemental signage of equivalent size and visibility.

Please direct any questions regarding load limits to: Ken Sanchez, VP of Facilities Management, Javits Center; (212) 216-2118; ksanchez@javitscenter.com.



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Floor Weight Load Limits

Level 3 & 1, Exhibit Halls: 350 lbs. per square foot weight limit

Level 4/River Pavilion: 100 lbs. per square foot weight limit

Crystal Palace Lobby, North & South Concourse(s): 150 lbs. per square foot weight limit

The following approvals are required for positioning any heavy load(s) in any public areas of the Javits Center:

- Any piece of equipment weighing over 15,000 lbs. (or a combined weight of forklift & heaviest piece exceeding 15K lbs.) **MUST BE PRE-APPROVED** by New York Convention Center Operating Corp. Plant Engineer.
- Anything weighing over 30,000 lbs. **MUST BE REVIEWED & APPROVED** by an appointed structural engineer recommended by the Javits Center. All requests are subject to such review and pre-approval, and any expenses are the responsibility of the requesting party.

Javits Center Columns & Signs

- 1. Exhibitors framing off building columns within their space that contain Fire Hose Connections (FHC) or Fire Extinguisher Cabinets (FEC) must make sure that they are fully accessible at a minimum width of five (5) feet.** All FHC, FEC and EXITS must be clearly marked. **Exhibitors MUST replace all obstructed FHC, FEC and/or EXIT signs with supplemental graphics of comparable size and illumination.**
- 2. Permanent EXIT signage of the Javits Center that is obstructed by exhibit display walls, signage or any other exhibit material(s) must be replaced with supplemental signage of the same size and type.** All exits must remain clearly marked.
- 3. Exhibitors framing off building columns within an aisle, that are not part of their exhibit space, to house electrical, sound or lighting equipment must have prior approval of Show Management, the Javits Center, and the Fire Marshal.** Only hardwall or stretch fabric will be allowed to mask columns; pipe & drape are prohibited.
- 4. Exhibitors framing off columns within their display which have permanently mounted security cameras must submit detailed layouts, including elevations, for Show Management review and approval.** Most cameras are mounted at 18'-4" from the floor. These column covers must not exceed 16'-4" or must be at least 2 feet below each camera. and must allow for a minimum clearance of 2 feet on all sides of the camera. The vertical plane of the wall below each camera must not extend more than 18 inches beyond the edge of the column underneath the camera.

Wall Usage by Outer Perimeter Exhibit Spaces², LEVEL 3

- 1. Exhibitors on the south and west sides of LEVEL 3 must have prior Show Management and Javits Center approval for the use of any space in this area for either Press and/or Public Show Days.** Those areas on the north and east sides of LEVEL 3 are not approved for usage. OEMs using the approved space for the Public Show Days will incur an exhibit space rental fee for the used area.
- 2. All perimeter space usage during Public Show Days must be enclosed with an approved hard wall structure only and may not be draped off.**



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Wall Usage by Outer Perimeter Exhibit Spaces², LEVEL 3 (continued)

3. Exhibitors with advance approval to use perimeter areas on the west or south side of LEVEL 3 for product or technical equipment will have the approved area clearly marked and will be required to contain area within a hard wall structure. Black drape may be required for overhead perimeter masking and may be rented from T3 Expo.

Sound Levels, Lighting, and Presentation Requirements (waived during Press Days)

1. Exhibitors must focus all projection of music, presentations, and lighting effects within the confines of their own exhibit space. Please design A/V equipment placement accordingly. Floor plan meetings will include the presentation of rigging details as it relates to interference with adjacent exhibitors.
2. Show Management uses an industry standard of 85 decibels (dB) as the required sound level and will monitor both volume and frequency of presentations. If necessary, exhibitor(s) may be required to reduce presentation(s) if offensive in content, volume or frequency.
The use of microphones to "sell" or "attract" show visitors is strictly prohibited on LEVEL 4/River Pavilion.

Vehicle Delivery

Vehicles will be brought into the Show on a fixed time schedule. **All drivers with vehicle shipments must first check in at the SOUTH FREIGHT CHECK-IN office (on 12th Avenue & 36th Street).** A lighted, triangular sign is located above the office entrance on 12th Avenue. Vehicles will be driven by your designated personnel to your exhibit space. Union personnel provided by the GSC will direct drivers to your space. **The fee is \$35.05 per vehicle, round-trip regardless of vehicle type (i.e., car, truck, motorcycle or scooter) —with no overtime charges.** Any early access or special handling requests must be approved in advance by Show Management.

Vehicles displayed on the North or South Concourse(s) will be brought in via the Central Concourse access door (on Level 2, near the *Taste NY* concession stand) from the Inner Roadway. The door opening clearance is 10'-9" wide x 7'-11" high. Please notify Show Management should you require access through this door.

Certified Pre-Owned Vehicles: Each manufacturer is allowed to display one (1) certified pre-owned vehicle within their display. The vehicle must be positioned in the rear of the display and adequate signage and literature regarding your certified pre-owned vehicle program must be available for public review and/or distribution.

NYFD Vehicle Display Regulations

New York City Fire Department regulations require that any vehicle on display within an area of public assembly must comply with the following:

1. Vehicles must have no more than one (1) gallon of fuel, or if equipped with a low fuel warning light, the light must be on.
2. Vehicles cannot be refueled or emptied inside the Center. The vehicle must leave the site.
3. Vehicles must have a locking gas cap, or the gas cap must be taped shut (see note below).
4. Vehicles must have battery cables disconnected, and ends taped.



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NYFD Vehicle Display Regulations (continued)

5. Vehicle keys, properly labeled for vehicle ID, must be kept on-site and accessible throughout the Show
6. Vehicle repairs or alterations may not be made inside the Center.
7. Vehicle displays at/in the Center must have an appropriate-sized ABC type fire extinguisher which must always be readily accessible. Class D Fire Extinguishers are required and must be readily accessible in any area where EVs are displayed.
8. Vehicles must have a floor covering beneath (i.e., carpet, visqueen or absorbent sheeting).
9. Vehicles must be turned off when parked inside—and must be locked during non-show hours.

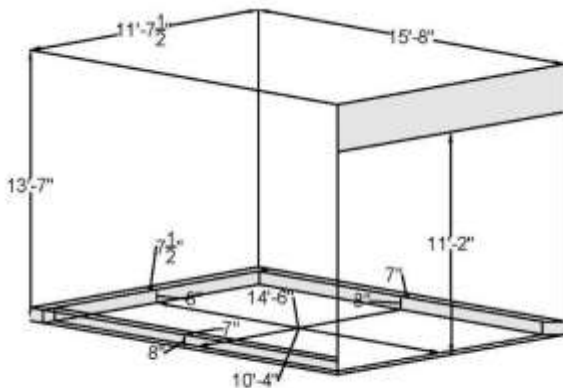
A Show Management representative will check fuel levels for all vehicles as they enter the dock area. If the fuel warning indicator is activated (on), the vehicle(s) will be considered at the proper fuel level. If the fuel warning light is not activated (off), then the vehicle driver will be requested to remove additional fuel from the tank before being allowed access to the exhibit area. Any vehicle not in compliance with the above regulations will be refused entry to the exhibit area. **NOTE:** Vehicles with computer systems that must always be active should be identified to Show Management prior to arrival.

Vehicles on LEVEL 4, River Pavilion

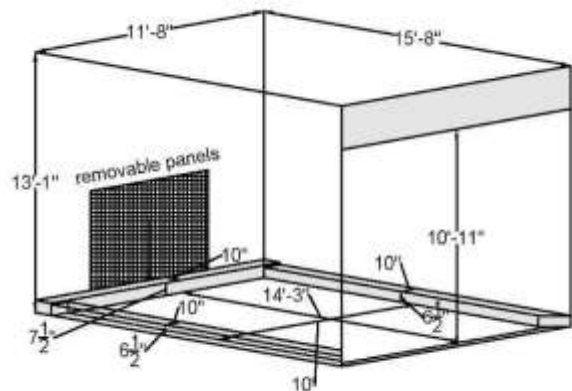
There are two elevators servicing Level 4 / River Pavilion: #15 (from Hall 3E) and #16 (from Hall 1A). Vehicles exhibited on Level 4 / River Pavilion should be aware of the following elevator & door dimensions and restrictions (see diagram):

- Interior Restrictions: wood blocking around each elevator floor perimeter
- Elevator 1A (#16): the panels at rear of elevator can be removed, however, car ramps are required for vehicles longer than 14'-3" to elevate vehicle over wood blocking.
- Weight Capacity = 20,000 lbs. each elevator

Elevator 3E (#15)



Elevator 1A (#16)



NOTE: There is a loading entrance doorway from the 3E (#15) freight elevator onto the Level 4 / River Pavilion exhibit floor with dimensions smaller than those of the freight elevator—which must be factored into any plans for bringing vehicles into the River Pavilion. The doorway measures 8'-10" wide x 8' high and is not in straight-line alignment with the freight elevator.



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Vehicle Cleaning & Sanitizing

Exhibitors must, at their own expense, keep their display properties and vehicles clean, dusted, and in good order. Each exhibitor is solely responsible for the cleaning & upkeep of their display vehicles. Exhibitors may hire a vehicle detailing company of their own choice. Should an exhibitor not adhere to this rule, Show Management will arrange for cleaning and charge the exhibitor for this service.

Given the continuing concerns regarding COVID-19 and its variants, exhibitors are encouraged to continue sanitizing high-touch surfaces (e.g., steering wheels, car interior knobs, dashboards, touch screens, countertops, etc.) on a regular basis throughout Show Days.

Standard Booth Equipment: LEVEL 4 / RIVER PAVILION ONLY (Retail, Accessory, and In-Line Exhibits)

Standard booth equipment consisting of 8-foot-high back wall drape (black) and 3-foot-high side rail drape (black), and a 7" x 44" ID sign (with firm name & space #) is provided by Show Management free-of-charge. ID sign copy will match information taken from each fully-executed NYIAS Exhibitor Contract and should be displayed in a prominent position within your space.

Display sidewalls may only extend 5 feet from the backwall toward the front aisle, so as not to block neighboring exhibits from view down the aisle, thus providing at least 5 feet of unobstructed view into neighboring space(s).

NO flashing nor neon signs are permitted in the River Pavilion—NO exceptions.

Flammable Materials

All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e. they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the New York City Fire Department following approved New York City Fire Code procedures and standards.

Exhibitors and contractors must have available on-site for inspection the appropriate paperwork to demonstrate that these requirements have been met—that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant.

Flammable display materials such as woodchips, polyurethane flowers, evergreens with pitch, Spanish moss, etc. are not permitted in the Javits Center. All exhibits are subject to on-site inspection and testing during move-in and Show days, failure to have an up-to date affidavit can result in the closing of your exhibit by the New York City Fire Department.



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Flammable Materials (continued)

Below are the names of two local (NY) flameproofing service companies. Show Management does not warranty the services of these companies. Their listing here is merely informational and should not be deemed as an endorsement or recommendation. They are NOT official show contractors. You may use any company of your choice that holds a valid NYFD-issued Certificate of Fitness.

- Cleantex(212) 283-1200
- Certified Flameproofing Corp.....(800) 590-5530

Exhibitor Floor Plan Submissions

All Exhibitors are required to submit to-scale exhibit floor plans (1/32-scale, preferred) and attend the Floor Plan Review Meeting(s), March 4 – 7, 2025—either in-person on March 4, 5 or 6 or virtually on March 7, 2025, ONLY. Please contact LexyTsimis at lexy@autoshowny.com to schedule your meeting date & time.

Please be sure that your to-scale exhibit floor plans reflect the NYIAS Display Rules & Regulations... indicating all setbacks, height restrictions, electrical service locations, hanging sign/I.D. tower placements, etc. **DO NOT place your orders for electrical, carpenter labor or any other service(s) until you receive approval of your exhibit layout.** It is essential that floor plans indicate accurate locations, dimensions, and heights of all display materials while calling out all required setback areas as dotted lines on plan views. Include all vehicles within the display, too.

Elevations and isometric drawings MUST also be included, showing all display properties so that we will have a clear depiction of the actual exhibit. **Each plan should have the design date and version number clearly noted.**

Original floor plans and/or any subsequent versions must be approved and signed-off by Show Management. Your to-scale layouts should be sent along with a digital copy to:

SEND DIGITAL & HARDCOPY RENDERINGS TO:

Michael Duffy, Business Manager
New York International Auto Show 2025
18-10 Whitestone Expressway
Whitestone, NY 11357
miked@autoshowny.com

SEND DIGITAL RENDERINGS TO:

Kasey Hathaway, Lead Account Executive
T3 Expo
khathaway@t3expo.com

Definitions

1. **Fire Access/Egress:** Any area designated as a point of fire access/egress must be kept clear and unobstructed (as marked in red, shaded grey or hash-marked on the official NYIAS Floor Plan).
2. **Outer Perimeter Exhibit Spaces:** Any space that borders on the north (39th Street - side), east (11th Ave - front), south (34th Street - side) or west (12th Ave - back) walls of the Javits Center.
3. **Exhibit Border:** where an exhibit space abuts or shares a common border with another space or aisle.
4. **Aisle:** Any area required between exhibit spaces and carpeted by Show Management.
5. **Outer Perimeter Wall:** Any wall and/or partition built parallel to the outer walls of the Javits Center.