



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 Saturday; DT = Sunday, and observed union holidays).*

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).