



2025 DATES | Press: April 16 & 17 | Public: April 18 – 27

Javits Center | NYC

# MEETING ROOM REQUIREMENTS

E-Mail: [diane@autoshowny.com](mailto:diane@autoshowny.com) or mail to:

Diane Thompson, Operations Manager  
New York International Auto Show  
18-10 Whitestone Expressway  
Whitestone, NY 11357

The following are available for rental by your company for meeting room use. Your company will be responsible for furnishing rental fees. Cancellations must be received 72 hours in advance of event start date to not incur charges. Remember, any electrical requirements need to be ordered directly through Javits Center Electrical Services. Visit their on-line service ordering portal, Jake: <https://jake.javitscenter.com/register>.

Folding Chairs .....	\$ 14.22
Standing Podium.....	\$ 120.25
Table-top Podium .....	\$ 67.90
Coatrack (per day) .....	\$ 40.00
Classroom tables (6'x18" - skinny) .....	\$ 42.80
Classroom tables (8'x18" - skinny) .....	\$ 44.85
Conference Tables (6'x30") .....	\$ 59.90
Conference Tables (8'x30") .....	\$ 63.40
Card Tables(36"x36") .....	\$ 42.60
36" Round Tables (highboys, 42" high) .....	\$ 48.85
54" Round Tables .....	\$ 59.90
60" Round Tables .....	\$ 63.40
72" Round Tables .....	\$ 63.40
Table Skirts .....	\$ 5.82
Risers* (each section): 6' x 8' x 16" or 24" .....	\$ 76.50
Risers* (each section): 6' x 8' x 40" (includes rails) .....	\$ 170.50
Riser Ramp* (per section) .....	upon request

*\*Riser rentals DO NOT include labor required for set-up & break down of riser(s). These are charged separately.*

Furnishings may also be ordered from T3Expo. Visit [help@t3expo.com](mailto:help@t3expo.com) and someone will contact you to discuss furnishing & pricing options.

Additional room keys are available by written request at \$25.00 each. There is a \$25 replacement charge for lost keys.

**PAYMENT FOR ROOM RENTAL IS DUE IN ADVANCE. TO RECEIVE ROOM KEYS, RENTAL MUST BE PAID IN FULL. UPON RECEIPT OF KEYS A \$25.00 DEPOSIT IS DUE FOR EACH KEY AND REFUNDED UPON RETURN OF KEYS. PLEASE ATTACH A DIAGRAM FOR SPECIALIZED ROOM SETS.**