



2024 DATES | Press: **March 27 & 28** | Public: **March 29-April 7**
Jacob Javits Convention Center

EXHIBITOR FLOOR PLANS

DUE JANUARY 12, 2024

The recent addition of ride and drives, along with the complexity of display size makes the floor plan process more imperative than ever. All drawings, elevations and scaled floor plans for your exhibit space layout(s) must be submitted to the attention of Alan Liebenson for approval no later than **January 12, 2024**. This approval process is required to avoid any possible issues with egresses, fire lanes and/or height restrictions and to ensure sightline visibility for all exhibitors. Each year we continue to adjust floor plans and building rules to better accommodate the needs of the show, exhibitors and attendees.

Do not place your orders for electricity, carpenters, or any other service, until you receive approval of your floor plans. It is important that the floor plans indicate accurate locations, dimensions and **heights** of all display material and **call out and include all setback areas as dotted lines on the plan views**. Please be sure that your plans reflect the NYIAS Revised Building Rules and Regulations indicating all setback rules and regulations. An elevation view of all properties must be included so that we will have a clear depiction of the actual display.

Your original floor plan(s) (full size prints) should be sent to Lexy Tsimis, New York International Auto Show – 18-10 Whitestone Expressway, Whitestone NY 11357 and a digital copy to Kasey Webb, T3 Expo, at kwebb@t3expo.com. **It is imperative that we receive full sized floor plans complete with the date of design, and all dimensions including height, width and easements identified. Each plan should be clearly noted with the date and revision number.** Elevations and isometric drawings MUST also be included.

All submitted exhibitor floor plans must include version and date on right side of plan. Each version must be signed off by Show management. Any variance to show policy must be highlighted on floor plans and specific approval needs to be initiated in each location.

Also include vehicles within the display, even if they are to hang on the walls of your exhibit.

Should you have any questions please contact the New York Auto Show office at 718.746.5300.

Thank you,

Sincerely,

Alan Liebenson

Show Director
New York International
Auto Show