GENERAL INFORMATION & POLICIES

WE'RE HERETO HELP!

NYIAS Floor Managers

Beginning Wednesday, March 15, Floor Managers along with Auto Show Staff will be on-site to assist with any specific move-in questions or concerns. The on-duty floor manager's phone number is 718.640.2050. During move-in, show days, and move-out, they are available on-site from 7 AM – 7 PM daily.

Official General Service Contractor ("GSC")

T3 Expo is the Official General Service Contractor for the NYIAS 2027 providing exclusive drayage services, rigging and is available to assist with decorations, furniture, signs, and carpenter labor.

T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

T3 Expo Customer Service: 888.698.3397
help@t3expo.com

Contact information for the entire T3 Expo Team is provided on the T3 Expo Team Contacts sheet in this manual. Exhibitors are free to choose an outside display company (an "EAC") to supply their labor and furnishing needs. Exhibitors must complete the EXHIBITOR APPOINTED CONTRACTORS form and return it by January 29, 2027. Any company providing exhibitor(s) installation & dismantle services MUST submit a Certificate of Insurance to T3 Expo as well as to Show Management—with limits outlined on the "CERTIFICATE OF INSURANCE" page(s) in this manual.

T3 Expo is the exclusive drayage provider for the Show—and controls all freight/dock operations. Please send copies of bills of lading and/or receipts with waybill numbers to T3 Expo. This will assist them in effectively tracking shipments and ensure the on-time arrival of your show materials to your space. Please provide certified weights on your bills of lading/receipts to ensure proper processing and invoicing.

Exhibitor Service Desk(s)

During move-in & move-out, the Javits Center Service Desk on Level 3 will be in the Crystal Palace, adjacent to the main entrance of Hall 3B. On both Levels 1 & 3, the Javits Electrical Service Desk(s) will be located just inside the entrance on the front walls of Hall 1B and Hall 3B, respectively.

T3 Expo, the Show's GSC will also maintain a Service Desk in the Crystal Palace, adjacent to the main entrances of Hall 3E & 3B (next to the Javits Center Service Desk).

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GENERAL SHOW INFORMATION & POLICIES

The general rules & regulations governing the New York International Auto Show are part of your space contract (Contract for Exhibit Space) and are available on the New York International Auto Show website, www.autoshowny.com, under the EXHIBITOR & SPONSORS tab (upper right corner of screen).

Exhibit Hours - Exhibits must be staffed during all days & hours listed below.

Media Days	Wednesday, March 24	8 a.m. – 9 p.m.
	Thursday, March 25	8 a.m. – 4 p.m.
Consumer Days	Fridays & Saturdays, March 26 & 27; April 2 & 3	9 a.m. – 10 p.m.
	Sundays, March 28 & April 4	10 a.m. – 7 p.m.
	Monday –Thursday, March 29- April 3	10 a.m. – 8 p.m.
Consumer Sneak Preview	Friday, March 26	10 a.m. – 10 p.m.
Group Tours	Fridays & Saturdays, March 26 & 27; April 2 & 3	TBA

General Admission

The On-Site & Advance Ticket prices are **$22.00 Adults (13 & older)**, and **$8.00 Children (12 & under)**, tax included.

Will Call / Information Desk

The New York International Auto Show WILL CALL & INFORMATION desk(s) will be located in the Crystal Palace lobby. Exhibitors may leave admission tickets for their employees or guests at this location. Both desks will be open during show hours beginning Friday, March 26 (9 a.m.) until the last day of the Show, Sunday April 4 (7 p.m.).

Sales: Certificate of Authority

Exhibitors selling merchandise in New York State must obtain a Sales Tax Certificate of Authority from the NYS Department of Taxation and Finance at least 20 days before making sales. A copy of the Certificate must be displayed in your exhibit space. Apply online at *https://www.tax.ny.gov/bus/st/register.htm*.

All sales and promotional activities must take place within your designated exhibit space. Solicitation outside your exhibit space boundaries is prohibited. If you will **NOT** be selling products, please notify Kayla Rampersaud in writing by **January 29, 2027**.

OEM Merchandise Sales (LEVEL 3 and/or LEVEL 1): Auto manufacturers may sell logoed merchandise such as apparel and products (e.g., shirts, coffee mugs, keychains, etc.) within their space provided that:

1. It is the same merchandise as sold on their website or in franchised dealerships.

GENERAL INFORMATION & POLICIES

2. Merchandise does not include parts, aftermarket products, food & beverages nor generic products that merely feature images of their vehicles.

3. Merchandise sales do not conflict with Show Management concession agreement(s) nor compete with merchandise sold by Javits Center concessionaires. Please call Show Management should you require further clarification.

Retail Areas (Level 1 and River Pavilion): Exhibitors selling merchandise or products must submit a NYS Certificate of Authority to Show Management (as noted above). If you do not currently have one, you can learn more and apply online at *https://www.tax.ny.gov/bus/st/register.htm*.

Cleaning of Exhibits

Show Management will arrange for the nightly cleaning of all exhibits on all levels—including vacuuming carpet, damp & dry mopping of hard surfaces, and trash removal from March 23 – April 4, 2027.

This service, combined with the safety fee, will be invoiced prior to move-in. All payments for these services are due in advance. Exhibitors who have not made these payments in full prior to the Show (within 30 days of invoice) will not be allowed to set up their display(s).

Additional Cleaning Services (available at cost) must be ordered separately using the United Service Companies' Booth Cleaning form online or in this manual--this includes carpet shampooing; waxing/buffing of or extensive scuff mark removal from hard surfaces; requests for use of special chemicals or solutions; and, periodic or dedicated porter service.

Music Licensing

Exhibitor acknowledges that any live or recorded music performance by or on behalf of exhibitor at the New York International Auto Show must be licensed from the appropriate copyright owner or their agent. Exhibitor affirms that it is fully responsible for obtaining license(s) to play or perform such music and agrees to defend and hold harmless Show Management from any litigation or damages due to exhibitor's use of any unlicensed copyrighted music.

JAVITS CENTER POLICIES

The Javits Center team wants your experience at their facility to be as enjoyable and challenge-free as possible. That's why it's important for Exhibitors to review and adhere to the policies described in their list of Operational Policies & Building Rules found on their website (*https://www.javitscenter.com/plan/policies*). If you have any questions after reviewing their webpage, please call 212-216-2090, Monday- Friday, 9 am- 5 pm EST.

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Exhibitor Appointed Contractor (EAC) Credentials

Approved EAC managers and supervisors that will be supervising Javits personnel are issued a Javits Center identification card. EAC managers and supervisors are required to always wear these identification cards in a visible location while at the Javits Center. Violation of any of these conditions may result in revocation—not only of the EAC manager/supervisor's authorization but also of the company's authorization to conduct business at the Javits Center.

According to Javits Center policy, all labor, contractors, and contractor supervisory personnel (with Javits Center-issued I.D.) must enter, check-in, and leave via the Administrative & Labor Entrance at 655 West 34th Street. Starting on March 20, EAC personnel may enter via the front of the building from 11th Avenue with their NYIAS-issued digital credential.

Smoke-Free Building

In accordance with New York City Local Law, the Javits Center is a smoke-free building. Smoking is prohibited anywhere on the Javits Center campus, including the Inner Roadway and Javits-owned sidewalks. If exhibit personnel are observed violating this smoking ban by any authorized Javits Center representative, they will be asked to extinguish the smoking material immediately.

In addition, the following actions will be taken:

1. First Offense: employee will be issued a Warning Notice with a copy sent to their employer.
2. Second Offense: employee will be issued a Second Warning Notice with a copy sent to their employer; and their employer will be asked to remove the individual from the building for the balance of the workday.
3. Third Offense: employee will be issued a FINAL NOTICE banning him/her from any further activities at the Javits Center. The employer will be provided with a copy of the notice and asked to ensure that the employee is not assigned to perform any further services within the Javits Center.

Americans with Disabilities Act (ADA) / Rules for Live Animals

The Javits Center and the New York International Auto Show fully support and are committed to the objectives of the American With Disabilities Act (ADA). The Javits Center and Show Management strive to provide equal access to all people participating in the Show and expect exhibitors and those providing facility services to do the same.

Electric scooters are available for rent at the Javits Center by contacting the Security and Safety Solutions Department at (212) 216-2196. Manually operated wheelchairs are also available but cannot be reserved. Upon arrival, please visit the Javits Concierge Desk in the Crystal Palace (next to Hudson News) or ask a Public Safety Officer for assistance in securing a wheelchair.

Service Animals are welcome at the Javits Center. Service animals (as defined by the DOT ADA regulation, 49 C.F.R. Section 37.3) are "*any guide dog, signal dog, or other animal [1] individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals*

GENERAL INFORMATION & POLICIES

Americans with Disabilities Act (ADA) / Rules for Live Animals (continued)

with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Owners must take full responsibility for their animals.

[1]Certain miniature horses may also be service animals. Please contact the Javits Center Legal Department before arriving if you have any questions about using miniature horses as service animals.

If you have any questions before arriving, please contact the Javits Center Security & Safety Solutions department at (212) 216-2196 during operating hours (9 AM – 5 PM) or send an e-mail to their ADA Coordinator, Geordie du Pont, at gdupont@javitscenter.com.

No other animals are permitted within the Javits Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. **All use of animals within an exhibit must be approved in advance by Show Management.** Exhibit managers must obtain necessary permits and comply with relevant laws (including, but not limited to, the NYS prohibition on animal fighting) and Javits Center policies.

If approved by Show Management & the Javits Center:

- Animals must be always accompanied by a handler and must be on a leash, within an enclosure or under similar control at all times.
- The Exhibit Manager, Exhibitor and/or owner (whichever is applicable) takes full responsibility for animal(s).
- The Exhibit Manager, Exhibitor and/or owner must provide the Javits Center with health certificates for each animal, including up-to-date veterinary records of vaccinations (i.e., avian flu, canine parvovirus, rabies, etc.).
- The Exhibit Manager must sign an acknowledgement letter indemnifying and defending the Javits Center in the event of personal injury, death or damage to property resulting from said animals.
- The Exhibit Manager's, Exhibitor's and/or owner's insurance policy for the event must not exclude live animals or it must state that live animals are covered.
- Insurance coverage provided by the Exhibit Manager, Exhibitor and/or owner (whichever is applicable) must name the following entities as "Additional Insured(s)": *New York Convention Center Operating Corporation (Licensor), State of New York, the New York Convention Center Development Corporation, the New York State Urban Development Corporation d.b.a. Empire State Development, the Triborough Bridge and Tunnel Authority, the Greater New York Automobile Dealers Association, Inc., and their respective boards of directors, officers, agents, and employees. Insurance carriers shall have no right to subrogation against any Additional Insured(s).*

Please refer to the "CERTIFICATE OF INSURANCE" page(s) in this manual for limits of lability and other requirements.

Gratuities

PLEASE DO NOT TIP ANY WORKER(S) at the Javits Center. All laborers are adequately paid at competitive rates/salaries, consequently, tipping is prohibited and will result in the termination of any Javits employee accepting gratuity in any form (i.e., money, product, premium items, etc.). Please report any discourteous treatment or any attempt to coerce tips immediately to Show Management.