

Javits Center Exhibit Readiness Worksheet

Six tools. Five plans. Four owners. One show-ready booth.

Use before production
Repeat before freight leaves

SHOW

BOOTH

MOVE-IN

SHOW DATES

PREPARED BY

1. Purple Five-Plan Readiness Check

Mark READY only when the proof is current and stored with the project.

PLAN	PROOF TO CONFIRM	READY
Approved exhibit	Final floor plan, elevations, artwork, scope, and client approval	☐
Freight	Destination, appointment, BOL, labels, crate count, dimensions, and verified weights	☐
Labor	Exhibit Appointed Contractor (EAC) paperwork, labor order, crew size, start time, install drawings, and supervisor	☐
Utilities	Current layouts and confirmations for electrical, internet, rigging, and specialty services	☐
Outbound	Carrier, check-in, destination, labels, paperwork, rental separation, and shipment owner	☐

Change-control rule: If one plan changes, recheck the other four. A larger monitor, new booth location, revised crate count, or later delivery can affect multiple plans.

2. Purple Four-Owner Test

A service is controlled only when all four responsibilities have names.

A / N/A classifies applicable or not applicable · SCOPE defines it · ORDER confirms it · EXECUTION verifies it · COST reconciles it

SERVICE	A / N/A	SCOPE	ORDER	EXEC.	COST	SCORE
Freight transportation	A / N/A	☐	☐	☐	☐	__/4
Material handling	A / N/A	☐	☐	☐	☐	__/4
Installation and dismantling	A / N/A	☐	☐	☐	☐	__/4
Electrical	A / N/A	☐	☐	☐	☐	__/4
Internet	A / N/A	☐	☐	☐	☐	__/4
Rigging	A / N/A	☐	☐	☐	☐	__/4
AV hardware and content	A / N/A	☐	☐	☐	☐	__/4
Cleaning	A / N/A	☐	☐	☐	☐	__/4
Plumbing / specialty services	A / N/A	☐	☐	☐	☐	__/4
Outbound freight and storage	A / N/A	☐	☐	☐	☐	__/4

RESPONSIBILITY SCORE

Owner points / (4 x applicable services) x 100 = _____ %
Classify every row. Target: 100%; zero applicable = not scored.

FINAL GATE: Five plans agree ☐ All rows classified ☐ At least 1 applicable ☐ Every applicable service scores 4/4 ☐
Open gaps / owner / due date: _____

Purple Dock-to-Doors-Open Sequence

Six controlled gates between freight release and an opening-ready booth.

Build backward from opening
Release each gate with evidence

SHOW	BOOTH	MOVE-IN	DOORS OPEN	ON-SITE LEAD
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#	GATE	PROOF REQUIRED TO CLOSE THE GATE	OWNER	DUE	CLOSED
1	Freight cleared	Every expected crate or case is located or actively tracked; shipment status, labels, release, and delivery path are confirmed.			[]
2	Footprint locked	Booth number, orientation, dimensions, floor condition, and utility locations match the approved plan.			[]
3	Build sequenced	Flooring, structure, rigging-dependent elements, and graphics are installed in dependency order; structure is aligned and secure.			[]
4	Systems live	Electrical, internet, lighting, monitors, LED, audio, and final content work from power-on through restart and playback.			[]
5	Booth dressed	Furniture, products, literature, and final graphics are placed; the booth is clean and sightlines match the approved experience.			[]
6	Handoff complete	Punch list is closed, photographs and operating instructions are shared, outbound responsibilities are reconfirmed, and the client accepts the booth.			[]

PURPLE RELEASE RULE: A gate is not closed because an email was sent. It is closed when the current document, drawing, confirmation, or completed check exists - and a named owner accepts the handoff.
Day-Zero status: READY [] NOT READY [] Open gate(s) / owner / due: _____

Current Javits freight checkpoint: Event freight is booked in advance; Javits does not accept advance deliveries; current direct-delivery guidance uses 369 12th Avenue. The event manual controls show-specific instructions.

Purple Manual-to-Move-In Brief

Turn the current show manual into one controlled page before design is locked.

One brief · four source levels

Store written proof for every answer

SHOW

BOOTH

MANUAL / REVISION

MOVE-IN

PREPARED BY

SOURCE ORDER: 1. Current organizer manual and notices → 2. Current GSC kit and rate sheet → 3. Current Javits policies, freight guidance, and service confirmations → 4. Written project orders and approvals.
Conflict rule: Stop and obtain written clarification. Never combine an address, deadline, or work rule from two shows or document versions.

CONTROL FIELD	CURRENT ANSWER AND SOURCE	OWNER	DEADLINE / CONFIRMATION	READY
Event identity	Show, dates, building, hall, booth number, dimensions, and current floor-plan file			[]
Manual control	Manual link, issue or revision date, portal access, and date reviewed			[]
GSC / service desk	Company, portal, on-site desk, phone, escalation contact, and account access			[]
EAC approval	Notice deadline, application, COI, identification, labor, and written approval			[]
Booth approvals	Height, setbacks, floor, hanging, engineering, fire, and special-activity requirements			[]
Direct freight	Consignee, label, address, receiving dates, target move-in, shipment type, and driver plan			[]
Advance receiving	Availability, warehouse, window, deadline, accepted freight, storage, and confirmation			[]
Freight booking	Booking owner, carrier, vehicle, driver, arrival, collection, and check-in proof			[]
Official services	Electrical, internet, plumbing, cleaning, rigging, catering, security, and confirmations			[]
Labor sequence	Crew, supervisor, call time, hours, dependency order, and installation drawings			[]
Access / safety	Credentials, PPE, hand carry, routes, vehicle limits, fire documents, and approvals			[]
Move-out / outbound	Dismantle, empty return, release form, carrier check-in, destination, and pickup deadline			[]

CLOSEOUT: Every row has a current source [] Named owner [] Written proof [] Unresolved conflict / owner / due: _____

Javits Work Rules & Freight Route

Assign work task by task, then choose the freight route from current show evidence.

No blanket assumptions
Verify the current event rules

SHOW	BOOTH	MOVE-IN	FREIGHT READY	PREPARED BY
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A. Purple Work-Rule Matrix

Source checked Aug. 23, 2026: javitscenter.com/plan/policies · event rules may narrow exceptions

TASK	CURRENT JAVITS POLICY SUMMARY	PROOF TO CONFIRM	READY
Tool-free display setup	Exhibitor employees may erect or dismantle displays up to 250 sq. ft. without tools or ladders; identification and safe conditions apply.	Booth size, actual employer, ID, tool-free method, and current event rule	[]
Product handling	Exhibitor employees may unpack, repack, and arrange their products.	Separate product arranging from assigned freight-handling work	[]
Limited plug-in work	Exhibitors may plug devices into properly ordered 110V service of 500 watts or less.	Electrical order, wattage, device list, and event rule	[]
Limited lighting work	In booths up to 100 sq. ft., qualifying lights may be installed without tools or ladders when service is no more than 500 watts.	Booth size, fixtures, power order, method, and event rule	[]
Hand carry	Qualifying hand carry follows event-designated hours, routes, access points, and current employee, vehicle, item, and cart restrictions.	Schedule, employee ID, vehicle, item size, cart, route, and staging instruction	[]
Outside an exception	Assign the applicable labor or official venue service before move-in.	Named owner, order confirmation, schedule, supervisor, and execution proof	[]

B. Purple Freight-Route Decision

Neither route wins by default · source: javitscenter.com/plan/freight · current rate sheet decides

SIGNAL	ADVANCE RECEIVING MAY FIT WHEN	DIRECT-TO-SHOW MAY FIT WHEN	PROJECT DECISION / PROOF
Freight readiness	Complete shipment is ready during the published warehouse window	Production or approved graphics will miss that window	
Timing tolerance	Earlier confirmed receipt is worth protecting before the labor call	Carrier can meet a narrow target move-in and booking requirement	
Shipment type	GSC accepts the complete shipment under suitable current terms	Machinery, late components, or event conditions favor direct routing	
All-in cost	Current handling, storage, and carrier terms produce the better result	Current handling, detention, and carrier terms produce the better result	
Execution risk	Earlier receiving buffer protects installation dependencies	Show-experienced carrier and precise delivery plan control timing	
Split plan	Manual permits core freight early with a smaller later shipment	Two routes have separate labels, owners, confirmations, and handoffs	