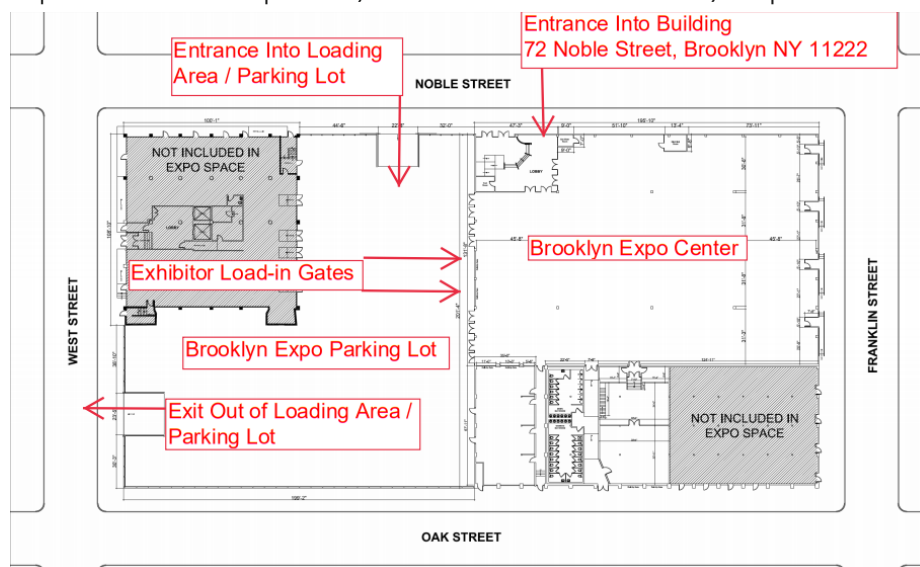


# GETTING BOOTH MATERIAL TO VENUE

## SHIPPING/DELIVERING OR DROPPING OFF YOUR EXHIBIT

1. ROSSI EXPOSITIONS will provide complete material handling for exhibitors.
2. All freight deliveries / exhibit drop-offs MUST be arranged with Rossi Expositions. To arrange freight delivery / exhibit drop-off **contact Rossi Expositions at 510-436-7500 or email [info@rossiexpo.com](mailto:info@rossiexpo.com)**.
3. Rossi Expositions will be sending each exhibitor a log-in to their online portal. From here you can arrange freight shipping / delivery and print shipping labels. Freight charges will be outlined in the portal.
4. Exhibitor freight cannot be delivered in advance to the venue. Freight will only be accepted during showing installation hours.
5. **All items and materials brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor.** This also applies to items not ordered through official show vendors and disposal of booth materials.
6. View the Brooklyn Expo Center load-in map for car / truck booth material deliveries / drop-offs.



## GETTING TO THE VENUE & PARKING

Each exhibitor is allowed to park ONE car in the parking lot Monday - Wednesday.

- You will be emailed the parking pass for your company. It must be displayed in the front windshield at times or be towed.
- Each company is only authorized to have one vehicle in the parking lot.
- The same pass should not be printed off twice. Each pass will have a unique code on it that will be scanned.

Venue directions can be found by visiting [www.developerweek.com/NYC/venue](http://www.developerweek.com/NYC/venue)