

Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188

*** SPECIAL NOTICE ***

Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

The Javits Center is increasingly being billed for freight charges owed by show managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a huge drain on our resources as well as affecting our credit rating. While some of the problems lie with poor record keeping by certain carriers, we have discovered a number of instances in which those responsible for the shipments have not provided the carriers with accurate billing information.

There are a number of steps you can take to make certain that we are not billed for your shipments, such as:

- 1) When arranging for freight to be shipped to you at the Center, Your full name **MUST** appear on the address and "**c/o**" precedes the Center's address. You **MUST** include your Show and Booth number;
- 2) When shipping freight from the Center, use your name and address rather than the Center's. The Center's name should only be used if a shipper requires it as the pick-up address;
- 3) Provide carriers with the shipper's and the receiver's complete name, address, telephone number and account number; and
- 4) Shipments **MUST** be pre-paid or that the carrier is provided with the accurate account number of the party responsible for payment.

We do not currently maintain records of, or otherwise play a role in, your shipments because we are not a party to your transactions. If these problems persist, however, we will be forced to do so, which will only serve to increase your costs and possibly cause delays in the movement of your goods to and from the Center.

We appreciate your cooperation in this important matter.

Very truly yours,
Jacob K. Javits Convention Center Finance Department