



To: All Exhibitors
Date: May 17, 2022
From: Joanne Persad, Chief of Operations

We are excited to have you as an Exhibitor at the Annual Business Exposition of the Queens Chamber of Commerce. Please review the items below to ensure a smooth, seamless experience on the day of the Expo, June 8, 2022. **All exhibits must be set up by 10:30 AM.**

Citi Field – 41 Seaver Way, Flushing, NY 11368

Load in Entry:

- All vendors and staff coming to the ballpark for load-in, who will NOT need to wheel anything in, will enter through Gate 1, park in Lot G, and enter through our Seaver VIP entrance. You will take the elevators up to the 5th floor for the Piazza 31 Club. **Map attached.**
Carts of any kind are not permitted in Seaver VIP elevator and vendors will be asked to enter via the Loading Dock.
- Any vendors that are dropping items off that are coming in on wheels or carts must enter through the loading dock. Those vendors who are unable to carry items in will head to the Loading Dock, unload their cars, and the Event Logistics Staff will help bring your items on carts to the Piazza 31 Club via the freight elevator. Vendor cars must be parked in Lot G immediately after unloading their cars at the dock. Map attached for directions to loading dock. **Map attached for directions to loading dock.**

Shipping:

- If you need to ship anything in advance you may do so arriving three days prior to the event starting **Friday June 3, 2022**. Please notify Joanne Persad or Jerome Williams of any all items being shipped so the venue can be aware of what to expect. Please include the name of the event and your company's name on the shipping label as shown below. The items can be sent to the following address:

**New York Mets
Attn: Steve Calakos
"Queens Chamber – Vendor Name"
41 Seaver Way
Flushing, NY 11368**

EXPO SCHEDULE FOR THE DAY:

- **8:00 AM- 10:00 AM** **Vendor arrival and set up**
- **10:30 am** **All vendor set up should be completed**
- **11:00 AM – 4:00 PM** **Expo open to the Public**
- **4:00 PM – 5:00 PM** **Load-Out**

If you have any questions, please call Joanne Persad or Jerome Williams at 718.898.8500

- Any items that are brought into the ballpark must be able to be carried or placed on a handcart or dolly that you provide.
- Citi Field does not provide handcarts or dollies of vendor use.
- All material must be carried by hand when using the passenger elevators
- Citi Field does not allow carts of any kind in the passenger elevators. If you are using a cart, you must take the freight elevator and be escorted by Citi Field Staff.
- Please do not move any furniture or Citi Field property on your own. Please contact the nearest Citi Filed employee for assistance
- Please do not drag any materials across the floor. Vendors that cause damage to Citi Field property within their allotted vendor area may be subject to a penalty fee.
- Pallet jacks and skids are prohibited in the Foxwoods club. All items must be broken down prior to entering the Foxwoods club.
- Citi Field does not provide extension cords or power strips for vendors use.
- Union electricians handle all electrical work, which includes supplying power lines to your equipment, connecting equipment to outlets and installing signs of banners that are lightened. They will only provide power sources to needs that are received in advance.
- Please do not plug any equipment into an outlet unless it is assigned to the vendor area. Please ask the nearest Citi Field employee for assistance, when plugging in all items.
- Please make sure all extension cords are properly taped down with gaffers tape only
- Vendors are responsible for clearing their own trash or putting it in the designated area. Those that do not are subject to a penalty charge
- All signs must be weighted stand – alone banners
- Vendors may not affix any materials to any surface within Citi Field. Tapping, glue, staples nails hooks, etc. used to hang signage or materials are strictly prohibited
- Please note that any alcohol that is brought for personal use is strictly prohibited at Citi Field.



SEAVER DIRECTIONS

GATE 1 - LOT G

Entrance is located off of 126th St. (near Roosevelt Ave.). Proceed to Gate 1 and wait for assistance and park in Lot G.

SEAWER ENTRANCE

Enter the ballpark through the Seaver/VIP entrance.

SUBWAY DIRECTIONS

METS-WILLETTS POINT

The 7 train stops in front of the ballpark. Take the 7 train to Mets-Willets Point (second to last stop.)

DRIVING DIRECTIONS

FROM QUEENS

Take the Grand Central Parkway East to exit 9E-Northern Boulevard East/Citi Field OR Grand Central Parkway West to exit 9E Citi Field.

FROM MANHATTAN

Take the Robert F. Kennedy Bridge to Grand Central Parkway to exit 9E-Northern Boulevard/ Citi Field exit OR Queens Midtown Tunnel to Long Island Expressway to exit 22A-E to either Van Wyck Expressway North or Grand Central Parkway West to exit 9E-Northern Boulevard/ Citi Field exit.

FROM BROOKLYN

Take the B.Q.E. East to the Grand Central Parkway East to exit 9E-Northern Boulevard/Citi Field exit OR Take the Eastbound Belt Parkway to the Northbound Van Wyck Expressway. Take the Northern Boulevard exit to Citi Field exit.

FROM THE BRONX

Take the Cross Bronx Expressway to Whitestone Bridge to Whitestone Expressway to exit 13D-Northern Boulevard/Citi Field OR Take the Robert F. Kennedy Bridge to the Grand Central Parkway exit 9E-Northern Blvd./Citi Field exit.

FROM STATEN ISLAND

Take the Staten Island Expressway East to the Verrazano Narrows Bridge to the Brooklyn-Queens Expressway North/East to the Grand Central Parkway exit 9E-Northern Boulevard/ Citi Field exit.

FROM LONG ISLAND

Take the Westbound Southern State Parkway to the Northbound Cross Island Parkway to Whitestone Expressway exit 13D to the Northern Boulevard/Citi Field exit OR Take Westbound Northern State Parkway/Grand Central Parkway exit 9E-Citi Field/ Northern Boulevard East exit.

FROM NORTHERN NEW JERSEY

Take the George Washington Bridge to the Major Deegan Expressway (I-87) South to the Robert F. Kennedy Bridge to the Grand Central Parkway to exit 9E-Northern Boulevard/Citi Field exit.

FROM SOUTHERN NEW JERSEY

Take the Goethals Bridge to the Staten Island Expressway East to the Verrazano Narrows Bridge to the Brooklyn-Queens Expressway North/East to the Grand Central Parkway to exit 9E-Northern Blvd./Citi Field exit OR Take the Bayonne Bridge to 440 South to the Staten Island Expressway East, then follow directions above OR Take the Outerbridge Crossing to 440 North to the Staten Island Expressway East, then follow directions above.

FROM CONNECTICUT

Take I95 to the Whitestone Bridge to the Whitestone Expressway to exit 13D-Northern Boulevard/Citi Field. (Please Note: Ongoing construction work on the Whitestone Bridge could affect travel times. Please check local travel advisories before heading out to Citi Field. Thank you.)

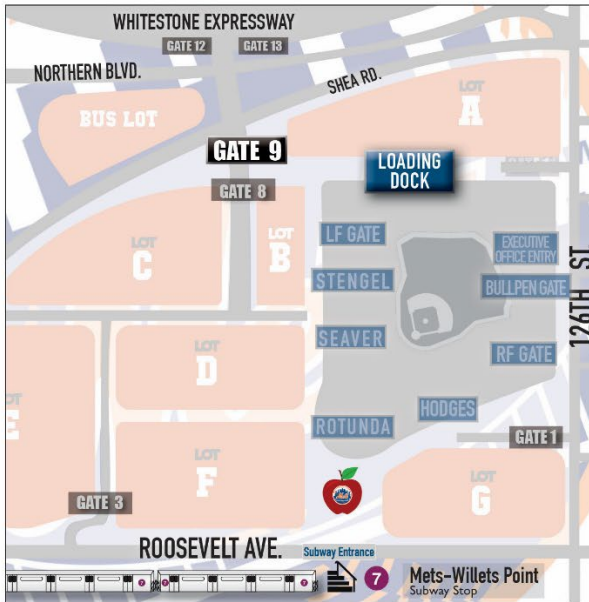
FROM WESTCHESTER COUNTY

Take the Hutchinson River Parkway South to the Whitestone Bridge to Whitestone Expressway to exit 13D-Northern Boulevard/Citi Field.

FROM ROCKLAND COUNTY

Take I-87 South (becomes the Major Deegan Expressway in New York City) to the Robert F. Kennedy Bridge to the Grand Central Parkway to exit 9E-Northern Boulevard/Citi Field exit.





LOADING DOCK DIRECTIONS

GATE 9

Turn off of Shea Rd. at the blinking light. Enter the parking lot through Gate 9, on your left.

LOADING DOCK ENTRY

Please use Dock 8 or the ramp next to it to unload your truck.

DRIVING DIRECTIONS

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