



February 18 - 20, 2014 · Mandalay Bay - Las Vegas · Tuesday & Wednesday 9am-6pm Thursday 9am-5pm

HELPFUL HINTS

Booth Package

ENK's booth package consists of:

- Standard booths: Corrugated Hard walls (panels fit into silver framework)
- Showroom Booths: White Hard walls (panels fit into silver framework)
- Booth furnishing, quantity is based on your booth size. ***(You will only receive the items listed above unless you complete the ONLINE ORDER FORM.)***

Custom Booths

In the interest of maintaining the ENKVEGAS environment that ENK has created, the use of custom booths is not permitted.

Online Ordering

To order your ENK booth package furnishings and lighting, additional furnishing or lighting, electric power or mannequins easily you may do so direct from your computer via our Online Express Order Form. Click this link for one stop ordering.
<http://enkexhibitors.com/login.aspx>

Creating your own Environment

Display is an essential element to the Show. The use of flowers, chandeliers, custom tables, chairs, etc, can all help to heighten your booth presentation. All custom elements must be approved by the ENKVegas show team (please email images and information to operations@enkshows.com for approval). Also note that ENK does not allow the use of display grids.

Security

ENK will have professional perimeter guard service at the Show throughout move-in, Exhibition Hours and move-out. **However, this Exhibition is an open Booth show and you are responsible for the security of your exhibit space and merchandise.** While ENK will exercise reasonable care in safeguarding your property, neither ENK, nor any of its officers, agents or employees assume any responsibility for such property, or carry any insurance on Exhibitors' merchandise or fixtures.

Items you may want to bring to the Show

- Paper towels, Windex
- Double sided tape, scissors, stapler, tape
- Pens
- Hangers
- Sweater/layers as it can get cold in the hall (or hot) during move-in and breakdown
- Water, snacks, etc.
- Medical kit, Aspirin, band aids, etc.
- Telephone numbers, contact names and tracking information for all vendors you have ordered from and shipped to the show.
- Copies of all orders placed with GES, Edlen Electric, D&B and other vendors.

Porter Service

ENK provides complimentary porter service during move-in days, not on show days. This service is available from the front entrance of the Piers (venue specific info is below). Porter service is on a first-come, first-serve basis. The Porter sign-in desk will be located inside each venue (or outside on the side walk weather permitting).

Cleaning

ENK will maintain all of the public areas such as aisles, restaurants, restrooms, lounges, etc. Booths will be swept each evening at the close of the show.

Storage

ENK provides both 'empty' and secured storage areas for exhibitors.

Empty Storage: Fire Department regulations mandate that empty storage be limited to designated areas. As part of the material handling service, GES will store your empty containers and return them at the close of the Exhibition. Place empty storage labels (available from the GES Service Desk) on all cartons, boxes, etc. to be stored with GES. The empty labels should be clearly marked with your Booth number(s) and affixed to all crates, trunks, etc. Keeping all boxes together (which will help to get all of your boxes returned together), place the empty boxes to be stored in the aisle. GES will pick them up throughout move-in. Empty Storage is not a secured area. **DO NOT** place samples, merchandise, tools, furniture, display materials, etc. in empty storage, even though they may be in a box/crate. It's your responsibility not to store anything in the containers you give to GES. It will take GES many hours to return all boxes/crates from empty storage after the close of the Show on the last day.

Secured storage: ENK provides a complimentary Secured Storage room within the exhibit facility at each venue in designated areas. These areas are designed for storage of your samples overnight or for samples that you have brought to the show but do not wish to display within your booth. These areas cannot accept empty boxes, display cases, etc. and they also cannot accept display items you have brought to the show but are not using.

Food Service

During **Move-in** there will be snack areas open for food/beverage purchase; however, you may wish to bring your own water/snacks to save money and avoid lines.

On **Show Days** ENK and the venues will have several food outlet options:

- Retail areas will be open within the ENK exhibit hall.
- The complimentary ENK café is open for Breakfast 8:30-9:30am each show day (or while supplies last) and for Lunch 12pm-1:30pm each show day (or while supplies last). You must have your badge to enter the café.

ENK Policies

- Participation in concurrent shows is not allowed. ENK offers exclusivity to their buyers.
- Showrooms
Nothing can be displayed above the 8 ft height limit and may not interfere with your neighboring booths.
- Standard Booths
Nothing can be displayed above the 8 ft height limit and may not interfere with your neighboring booths.

All custom booth designs must be approved by ENK prior to construction. Detailed diagrams and photos/illustrations must be submitted to operations@enkshows.com at least 30 days prior to the Show.

- Children under the age of 13 are not permitted on the show floor during move-in or move-out.

MANDALAY BAY MOVE IN/ MOVE OUT INFORMATION

Moving In with a Truck

Fire Department regulations mandate that empty storage be limited to designated areas. As part of the material handling service, GES will store your empty containers and return them at the close of the Exhibition. Place empty storage labels (available from the GES Service Desk) on all cartons, boxes, etc. to be stored with GES. The empty labels should be clearly marked with your Booth number(s) and affixed to all crates, trunks, etc. Keeping all boxes together (which will help to get all of your boxes returned together), place the empty boxes to be stored in the aisle. GES will pick them up throughout move-in. Empty Storage is not a secured area. DO NOT place samples, merchandise, tools, furniture, display materials, etc. in empty storage, even though they may be in a box/crate. It's your responsibility not to store anything in the containers you give to GES. It will take GES many hours to return all boxes/crates from empty storage after the close of the Show on the last day.

Directions

From I-15 Northbound

- Exit Silverado Ranch
- Left on Las Vegas Boulevard
- Left on Pebble Road
- Marshalling yard will be on the right

From US-93 / I-515 Northbound

- Exit I-215 West
- Exit I-15 Southbound
- Exit Blue Diamond Road
- East to Las Vegas Boulevard
- Right on Las Vegas Boulevard
- Right on Pebble Road
- Marshalling yard will be on the right

From I-15 Southbound

- Exit Blue Diamond Road
- East to Las Vegas Boulevard
- Right on Las Vegas Boulevard
- Right on Pebble Road
- Marshalling yard will be on the right

Private Car/Vans

Need assistance:

- Once you are packed and ready to go, sign-in go to the GES' Service Desk to arrange for assistance (fee apply).
- Bring your vehicle to the designated loading.
- Do not leave your merchandise unattended.
- The Movers will load your materials into your vehicle at on a first-come, first-serve basis.

Going it alone:

- Feel free to pack up and load your materials into your own car or mini-van, which can be brought into the loading area when you are packed.
- The same move-in parking procedures apply during move-out.
- Vehicles cannot be left unattended.