

WELCOME CIRCUIT. INTERMEZZO

January 6,7,8 2014 | Piers 92 & 94 . NYC | 9am-6pm Monday, Tuesday 9am-5pm Wednesday

Important Locations

Computer Area
Cappuccino
Deliveries: UPS, FedEx, DHL, small packages during move-in (delivered directly to booths during show)
ENK Show and Press Office

Exhibitor Service Centers
GES Express Service Kiosks
Retail Cafe
ENK Café
Pinkberry Yogurt - 10am-6pm (for purchase)
Secured Storage
Security Office
Steaming Stations

Pier 92

South Side of Registration
Retail Cafe
Near booth TBD aisle

N/A

End of the 1300 aisle
Near booth TBD
Mezzanine level
End of 1300 aisle
Near booth TBD
Near booth TBD
N/A
Near booth TBD

Pier 94

North Side of Registration
Retail Cafe
End of 1700 aisle

Front lobby

End of the 1700 aisle
Near booths TBD
End of 4300 aisle
End of 3000 aisle
Near booth TBD
End of 3400 aisle
Upstairs
End of 1700 aisle

Event Timetable

Sunday , January 5

8am-6pm
8am- 6pm
9am-4pm
8am-5pm

Exhibitor Move-In❶
Secured Storage
Retail Café open, **94 only**
Exhibitor Freight Move-In❶

Monday & Tuesday, January 6 & 7

7am-6pm
8am-6pm
8am-6pm
8:30am
8:30-9:30am
9am-6pm
12pm-1:30pm

Exhibitors with badges permitted on show floor
Retail Cafés open
Secured Storage
Buyers (with Early Appointments) allowed on to Show Floor
Breakfast (or while supplies last) in the Pier Cafés
Show open
Lunch (or while supplies last) in the Pier Cafés

Wednesday, January 8

7am-5pm
8am-5pm
8:30am
8:30-9:30am
9am-5pm
12pm-1:30pm
5pm-8pm
10:00am
4:00pm-5:30pm

Exhibitors with badges permitted on show floor
Retail Café open
Buyers (with Early Appointments) allowed on to Show Floor
Breakfast (or while supplies last) in the Pier Cafés
Show open
Lunch (or while supplies last) in the Pier Cafés
Exhibitor Move-out
Secured Storage closes
Storage re-opens

❶ Freight handling assistants are available on a first-come/serve basis until 5:00pm ONLY; and all vehicles that need assistance unloading or use of the loading dock must arrive by 4:30pm. No freight may be moved in after 5pm either hand-carry or otherwise. Once an exhibitor is in the building by 6pm they may work until 8pm on Sunday

Work Rules

In accordance with union regulations and in the interest of building security, the following work rules must be adhered to with respect to working later than the designated set-up hours. Any exhibitor who wishes to work late, that is beyond the hours of the official show contractor, will be required to hire union personnel to work within their booth. Further more, you will incur the cost of one foreman and one laborer in addition to the number of workers hired to set up your exhibit. Union work rules require an onsite foreman and laborer to be present during all working hours of the facility. The rules stated above apply to Exhibitors working within their booths and those who need to erect/dismantle displays and anything else that falls under the carpenter's jurisdiction. It also applies to the movement of any freight. Please refer to page 14 in your guidebook for a detailed description of union work rules and jurisdictions. If you, or your display house, trimmer, need to work beyond the scheduled time you must contact GES for approval. If granted you will then incur labor charges per the regulations stated above.

Porter Services

ENK Porter service will be available from 8am - 5pm on a first-come, first-served basis; available at the pedestrian entrance of each venue. Do not give your merchandise to a porter to bring to your booth unaccompanied.

Truck Unloading

EVERY truck/van driver and all messengers must have:

- Either a letter from your company or a Bill of Lading stating that they will be making deliveries for your company.
- Current photo ID for themselves as well as a valid driver's license.
- Your Booth number or your delivery will not be allowed in The Show Piers.

Private/Company vehicles	All cars that are not moved immediately after unloading will be towed. Freight cannot be unloaded after 5pm. Cars, vans and trucks delivering to Pier 94 can pull into the parking lot to unload; Pier 92 can unload on upper level. All unloading areas will be available on a first-come, first-served basis.							
Children & Pets	For safety reasons, children under the age of 13 are not permitted in The Show Piers during move-in or move-out. Children are welcome during Show days. A parent or guardian must accompany children under the age of 13 and sign a Child Waiver Form, provided at the Registration desk. Due to Pier regulations no animals, except seeing eye dogs are permitted at any time at the Show Piers.							
Empty Stickers	It is crucial that you remove all old empty stickers from your shipment before it arrives at the Show. If they cannot be removed, be sure to completely black-out/cover-up the old stickers so they are not visible. During Move-in GES workers will search the Pier for boxes/crates with empty stickers and immediately remove those items from the Pier, and they cannot be returned until the close of the Show.							
Empty Storage	GES will store your empty containers (at no charge to Exhibitors) 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, cartons, 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 workers will pick them up throughout Move-In. It is your responsibility not to store any product or merchandise in the containers you give to GES for storage that are marked "empty." It will take GES up to six hours to return all items from empty storage at the end of the Exhibition to exhibitors. You will not have access to any boxes, etc. stored in empty storage. They will be returned to your Booth by GES during move-out.							
Shipments	If you shipped packages to GES' warehouse, they will be placed in your Booth on your first move-in day, whether or not a company representative is present. GES cannot take responsibility once they deliver your materials to your Booth. All shipments sent directly to the Piers will also be delivered to your Booth when they arrive. However, UPS, Federal Express & DHL packages must be claimed by the Exhibitor from the "coat check" area on Pier 94 and the "Secured Storage" area on Pier 92. Packages may be retrieved from 8am to 5pm on Friday and 8am to 3pm on Sunday. Any packages remaining after 3pm on Sunday will be delivered to your Booth whether or not a representative is in the Booth.							
Cleaning	ENK will maintain all of the public areas such as aisles, cafes, restrooms, lounges, etc. Booths will be vacuumed each morning beginning at 7am (6am on the first Show Day). If you are using Booth Seal or your Booth is covered/blocked, it is recommended that a company representative arrive no later than 7:30am each show day to open the booth so that the porters may sweep your Booth while it is attended. Vacuuming will not be permitted after 9am on Show Days.							
Parking	<p>The Pier complex will be busy with cruise ship passengers, which will limit on premises parking. If you are driving to the Piers, you may wish to park in one of the nearby lots. Note: parking costs vary; you should ask the cost before parking.</p> <ul style="list-style-type: none"> ▪ Icon Clinton Parking, West 53rd Street between 10th & 11th Avenues, 24-hours, 7 days/wk ▪ Rapid Park, West 55th Street between 9th & 10th Avenues, 7 days/wk, 6am-1am, Cash/Credit Card (<i>no trucks or SUV's</i>) ▪ GMC Parking on 56th Street between 11th and 12th Avenues ▪ 59-57 Holding Corp on West 56th Street between 9th & 10th Avenues, 24-hours, 7 days/wk, ▪ Central Parking, 57th Street at 11th Avenue, 24-hours, 7 days/wk, Cash and Credit Card ▪ Park n Ride, 60th Street between 11th & 12th Avenues, 24-hours, 7 days/wk, Cash/Credit Card ▪ Concerto Garage, 59th Street between 10th & 11th Avenues, 24-hours, 7 days/wk, Cash only 							
Being a Good Neighbor	<p>Removing booth furnishings such as chairs, tables, wastebaskets, racks, shelves and/or lights from another exhibitor's booth is strictly prohibited. If you are missing any items ordered from GES/Port Electric, please report it to the Exhibitor Service Desk.</p> <p>The first rule of exhibit display is to be considerate of other Exhibitors. Under no circumstances should an Exhibitor enter any other Exhibit Booth uninvited or when it is unattended.</p>							
Shuttle	<p>Shuttle Service will run on Show days from 8:00am to 7:00pm (until 6:00pm on last Show Day). The buses are scheduled as follows: every 30 minutes from 8:00am-3:00pm, 15-20 minutes after 3:00pm, It will take approximately 5-10 minutes between each stop. (Pick-up times will vary slightly due to traffic conditions.)</p> <table> <tr> <td>Route 1</td><td>Penn Station On 8th Avenue at 31st Street on the Southeast corner.</td><td>Port Authority On 8th Avenue and 42nd street, the Northwest Corner, in front of Duane Reade.</td></tr> <tr> <td>Route 2</td><td>Hudson On 58th Street, between 8th and 9th Avenues, directly in front of the main entrance</td><td>Hampton Inn On 8th Avenue between and 50th and 51st Streets</td></tr> </table>		Route 1	Penn Station On 8 th Avenue at 31 st Street on the Southeast corner.	Port Authority On 8 th Avenue and 42 nd street, the Northwest Corner, in front of Duane Reade.	Route 2	Hudson On 58 th Street, between 8 th and 9 th Avenues, directly in front of the main entrance	Hampton Inn On 8 th Avenue between and 50 th and 51 st Streets
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No Smoking	The Show Piers are NON-SMOKING facilities. Smoking is permitted directly <i>outside</i> the front entrance of each Pier, where you will find ashtrays. The outside aprons/galleys located on both sides of the Piers are restricted areas due to official NYC Fire Codes. Fire watch guards will be posted to PROHIBIT anyone from using this outside area for smoking.							
Car Service	ENK will have a car/limo service dispatcher at Pier 94 beginning at 2pm each Show day. If you require transportation during Move-in, please contact an ENK staff member for assistance.							
Hardware Store	<p>Scheman Hardware 545 8th Avenue (Between 37th & 38th Street) New York City</p> <p>Metropolitan</p>	<p>212.947.7844 Open 6 days Mon-Fri 7:30am-5: 45pm Sat 8am-3: 45pm</p> <p>212.246.9090</p>						

	617 11th Avenue (Between 45th & 46th Streets) New York City	Open 7-days Mon-Fri 6am-6pm Sat 8am-6pm; Sun 10am-4pm
Stationery Store	Staples 57 West 57th Street on 6th Avenue (between 57th & 58th Streets) New York City	212.308.0335 Open 7 days Mon-Sat 7am-8pm Sun 11am-6pm
Photo Copying	Kinko's 303 West 56th Street, (between 8th & 9 th Avenue)	212.245.2324 Open 24 hours
Pharmacy	Duane Reade 250 West 57th Street @ Broadway 900 8 th Avenue @53 rd Street	Open 24 hours 212.265.2302 212.582.3463
Mannequins & Steamers	D&B Rental Displays Corp 170-22 130 Ave, Suite 13D Jamaica, NY 11434	239.263.7167 www.dbrentaldisplays.com

Security

The official Move-In hours are: Sunday January 5, 8am-6pm on Piers 92 & 94. The Exhibition hours are Monday-Wednesday, January 6-8 from 9am-6pm (until 5pm on Wednesday). Please be advised that Pier workers and Exhibitors may be working beyond the scheduled Move-in hours. On show days, between 7am-6pm (6am-6pm on the first Show day), Pier workers and Exhibitors will be walking around the Exhibit Hall. Additionally, starting at 8:30am, Retailers who have early appointments will be allowed to enter the Exhibit Hall.

For this specific reason, we strongly advise that you lock up all your merchandise when your Booth is not occupied. ENK provides a complimentary Storage Room in the back of Pier (Pier 94: end of 3400 aisle; Pier 92: near booth TBD) for that purpose. If you do not wish to utilize ENK's Storage Room, you may hire a private guard from Citadel Security. All merchandise checked into the Storage Room must be secured in a properly labeled box, suitcase/garment bag. A Citadel Security Guard will log in your box, suitcase or garment bag when you check it into the Storage Room. *Security does not count the contents of the bags being stored.* When picking it up the Citadel Security Guard will log it out. The Exhibitor picking up items checked into the Storage Room must wear their Exhibitor Badge and have the Security-issued receipt or it will not be released.

You would be well advised NOT to leave samples, prototypes, completed order forms or personal items, such as briefcases in your Booth overnight. Each Exhibitor is responsible for the security of their merchandise, display, etc. Move-In and Move-Out are highly vulnerable periods; pay special attention to items easily pilfered; place them in locked containers where you can watch them.

ENK will have professional perimeter guard service within the facility throughout Move-In, Show Hours and Move-Out. If an incident does occur, do not leave the premises without making a report to the Citadel Security Supervisor. Please bring any security risks you see to their attention.

In order to make sure Exhibitors and all other guests have exited the Piers, our security team will begin their "security sweep" promptly at the close of the show. Please leave the Show floor promptly when the security sweep staff reaches your Booth.

This Exhibition is an open Booth show and you are responsible for the security of your Exhibit Space and merchandise. In an attempt to reduce the risk of having any of your merchandise stolen during the course of the Exhibition, we advise that you pay attention to all visitors entering your Booth, especially when your Booth is busiest. Small, light items displayed on the edges of tables or shelves are easy targets, if unprotected. Large groups of guests entering your Booth at the same time can create confusion and distraction. Please pay special attention!

At the close of the Exhibition, do not under any circumstance; leave your merchandise unattended whether secured in a box, etc. ENK recommends that you wait with your boxes until your shipper picks them up no matter what you are advised by anyone else. All merchandise, samples, etc. must be removed from the Facility on the last show day within two hours of show closing. The Facility will be unguarded after 8pm.

Don't Leave Anything Behind: So that you don't accidentally leave anything at The Piers, once you are packed and your vehicle is loaded, take a moment to look around your booth space, around the vehicle, etc. Please note that anything left in the Facility the last day of the Show will be discarded.