

COTERIE.SOLE.TMRW MOVE-IN

FEBRUARY 23.24.25 2014 . SUNDAY.MONDAY.TUESDAY . JAVITS CENTER . NYC

Exhibitor Hotlines

ENK: 917.975.7572

GES: 201.708.8347

Javits: 212.216.2736

Important Locations

Exhibitor Service Center	TBD
Secured Storage	TBD
Steaming Station	TBD
Nursing Station	TBD
Coat check	Street Level, Near Starbucks
Computer Lounge	TBD

Food & Beverage Areas

ENK Café	TBD
Retail Café	TBD
Pinkberry	TBD
Squeeze	TBD
Smoothie Station	TBD
Cappuccino Bar	TBD

Event Timetable

Saturday, February 22

10am-6pm* Exhibitor Move-in
10am-6pm Secured Storage
 Note: Orders taken by GES after 5pm will be filled the next day

Sunday, February 23

7am Exhibitors with badges permitted on the Show Floor
 8:30am-9:30 Breakfast (or until supplies last)
 10am-5pm Roving carts selling snacks and drinks
 12pm-1:30pm Lunch (or until supplies last)
 9am-6pm Show is open

Monday, February 24

7:30am Exhibitors with badges permitted on the Show Floor
 8:30am-9:30 Breakfast (or until supplies last)
 10am-5pm Roving carts selling snacks and drinks
 12pm-1:30pm Lunch (or until supplies last)
 9am-6pm Show is open

Tuesday, February 25

7:30am Exhibitors with badges permitted on the Show Floor
 8:30am-9:30 Breakfast (or until supplies last)
 12pm-1:30pm Lunch (or until supplies last)
 9am-5pm Show is open
 10am-3pm Roving carts selling snacks and drinks
 4:45pm Exhibitors may begin to remove items from Secured Storage
 5pm-8pm Move-Out
 6pm Secured Storage closes

* Freight handling assistants are available on a first-come/served basis until 5pm 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 of otherwise.

Traffic Advisory

As part of the MTA 7-line Subway Extension project, the west side lanes of 11th Avenue between 35th Street and 37th Street are closed. The three (3) lanes on the east side of 11th Avenue between 35th Street are open for southbound traffic only.

Due to the closure, hand-carry and taxi drop off will NOT be permitted on 11th Avenue between 35th Street and 37th Street. Exhibitor hand-carry procedures and time limits will be strictly enforced.

Children & Pets

For safety reasons, children under the age of 13 are not permitted on the Show floor during move-in or move-out. Children are welcome during Show days. A parent or guardian must accompany children under the age of 13; Javits Center regulations specify that only medically approved animals are permitted (specific documents are required by the Javits to permit medically approved animals.)

Cleaning

ENK has hired Javits Center cleaners to vacuum Booths each evening beginning on the first move-in night if it is not closed off. ENK will maintain all of the public areas such as aisles, cafes, lounges, etc.

Porter Services

ENK Porter service will be available from 10am-5pm on a first-come, first-served basis; available at the hand carry unloading area, which will be located from the Javits inner roadway just off 11th Avenue. Do not give your merchandise to a porter to bring to your booth unaccompanied.

Shuttles

Shuttle Service will run on Show days from 8am to 7pm (until 6pm on Tuesday). The buses are scheduled as follows: every 30 minutes from 8am-3pm, 15-20 minutes after 3pm, It will take approximately 5-10 minutes between each stop. (Pick-up times will vary slightly due to traffic conditions.)

Car Service

ENK will have a car/limo service dispatcher located at Registration, beginning at 2pm each Show day. If you require transportation during Move-in, please contact an ENK staff member for assistance.

Being a Good Neighbor

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.

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 official contractors, please report it to the Exhibitor Service Center or GES Kiosks on the Show Floor.

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, may be required to hire union personnel to work within their Booth. Furthermore, you may 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 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 and Exhibitors with respect to product placement and things of a decorative nature. 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.

Truck Unloading

EVERY truck/van driver and all messengers must have:

- Either a letter, Material Handling form or Bill of Lading from your company stating that they will be making deliveries/pick ups for your company.
- They must also have photo ID for themselves.
- Exhibitors may also need to present photo ID to enter the Javits Center.

**All trucks must be unloaded from the Javits freight dock.
Unloading is not permitted on 11th Avenue.**

Car & Van Unloading

Passenger cars and vans may be unloaded from the Javits Inner Roadway, entrance located on 11th Avenue just past 39th Street. Park your vehicle as close to the vehicle next to you as possible; this will allow for the maximum amount of vehicles to unload simultaneously. Exhibitors with small loads may unload their own vehicle. (Facility/GES dollies may not be used by Exhibitors.) Forklift service is not available in this area. If you need assistance unloading your vehicle, please check-in at the GES Porter desk (service is on a first-come/served basis). You must have two people with each vehicle to unload in this area: one to stay with the vehicle and one to bring the merchandise into your Booth. If you are being dropped off by taxi, limo, etc. you do not need to have two people to unload. All vehicles must be moved immediately after unloading to allow for other Exhibitors. **There is no unloading permitted on 11th Avenue, you must use the inner roadway to unload hand-carry items.**

Empty Stickers

It is crucial that all old empty stickers are removed from your boxes, crates, etc. before they arrive at the Show. If they cannot be removed, completely black-out/cover-up the old stickers so they are not visible. During Move-in workers will search the show floor for boxes/crates with empty stickers & immediately remove those items from the show floor & they will not be returned until the close of the Show, after the aisle carpet has been removed.

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 many hours to return all items to the booths from empty storage at the end of the Exhibition – as long as 6 hours. Empty storage is not kept in booth order or within the Javits Center and is not available during the Show. Please plan your flights and car services accordingly.

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. UPS, Federal Express & DHL shipments will be delivered to secured storage where you will need to pick them up by Monday 3pm. After 3pm these items will be delivered to your booth whether it is attended or not. GES/ENK/Citadel/Javits are not responsible for any of these items. You must carry insurance for all of your merchandise.

Move-Out

The Show closes at 5pm on Tuesday. Breakdown (Move-Out) will begin once the aisle carpet is removed. As some Exhibitors may be working with their Buyers when you begin dismantling your Booth, please be considerate of your neighbors who are still conducting business. The Booth lights/electricity will remain on until 5pm. It will take GES many hours to return all of the boxes and crates from empty storage. **ALL MERCHANDISE, DISPLAY, ETC. HAVE TO BE REMOVED FROM THE SHOW TUESDAY NIGHT, NO EXCEPTIONS.** Please be sure to have your display house coordinate your labor and shipping with GES.

Security

Exhibitor Registration will be open on Sunday & Monday 8am-6pm. The Exhibition hours are Sunday-Tuesday, 9am-6pm (until 5pm on Tuesday). Please be advised that Javits workers and Exhibitors may be working beyond the scheduled Move-in hours. Between 7am-7pm, Javits workers and Exhibitors will be walking around the Exhibit Hall. Additionally, Retailers who have early appointments will be allowed to enter the Exhibit Hall on Show days if accompanied by the Exhibitor.

For this specific reason, we strongly advise that you lock up all your merchandise when your Booth is unattended. ENK provides a complimentary Storage Room on each exhibit level for that purpose. If you do not wish to utilize ENK's Storage Room, you may hire a private guard from Citadel Security in advance of the Show. In order to check any merchandise into the Storage Room, you must properly label and secure it in a box, crate, suitcase or garment bag. A Citadel Security Guard will log in your box, crate, suitcase or garment bag when you check it into the Storage Room. *Security does not count the contents of the bags being stored.* The Exhibitor picking up items checked into the Storage Room must wear their Exhibitor Badge and have the appropriate secured supplied paperwork 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 that may be easily pilfered; place them in locked containers where you can watch them.

ENK will have perimeter guard service on the Show floor 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 in the Secured Storage Room. Please bring any security risks you see to their attention. In order to make sure Exhibitors and all other guests have exited the Show floor, our security team will begin their "security sweep" promptly at 6pm each Show night at the back of the floor. 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 it is 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 Javits on Tuesday by 8pm. The Javits will be unguarded after 8pm.

Don't Leave Anything Behind: So that you don't accidentally leave anything at the Javits, 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 at the Javits on Tuesday evening will be discarded.