

ENK VEGAS

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

ENK Help Line: 646.717.0307

Exhibitor Service Centers Food & Beverage

- GES, Edlen Electric, and D&B Rental Displays will be located TBD
- ENK Café Breakfast located TBD
- ENK Café Lunch located TBD

Event Timetable

Monday, February 17	8am-6pm	Exhibitor Move-In
Tuesday, February 18	8am-6pm 9am-6pm 8:45am 12pm	Exhibitors with badges permitted on show floor Show open Breakfast (or until supplies last) Lunch (or until supplies last)
Wednesday, February 19	8am-6pm 9am-6pm 8:45am 12pm	Exhibitors with badges permitted on show floor Show open Breakfast (or until supplies last) Lunch (or until supplies last)
Thursday, February 20	8am-6pm 9am-5pm 8:45am 12pm 5pm-8pm	Exhibitors with badges permitted on show floor Show open Breakfast (or until supplies last) Lunch (or until supplies last) Exhibitor Move-out

Truck Unloading

All trucks that need a forklift to unload must be unloaded at the Marshalling Yard. Forklift service is available in this area only. Exhibitors may not unload their own vehicles in this area, nor can they leave a vehicle unattended.

- Truck drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to the GES Freight Trailer and bring all shipping paperwork to the GES representative.
- A GES representative will take the driver's paperwork and cell phone # to contact the driver when GES is ready to bring the vehicle into the unloading area.
- Once the vehicle is in the unloading area, there still will be wait time for an available unloading "bay" and freight crew.
- Trucks will be unloaded on a first-come, first-serve, which is based on the time the driver checks in at the GES Freight Trailer and space availability for that size vehicle; hence there will be wait time to be unloaded.

Children

All ENK Exhibitions are family friendly. On Show days only, children are welcome; remember to bring what you need, as shopping for necessities will be inconvenient. Children under the age of 13 are not permitted in the exhibition facility during move-in or move-out.

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 exhibit facility for boxes/crates with empty stickers and immediately remove those items from the exhibit facility and they cannot be returned until the close of the Show. (See empty storage details.)

Empty Storage

Empty storage is just that. It is empty boxes stored for you during Show days. Once the empty boxes are placed in Empty Storage you will not have access to them (they are stored offsite). It will take anywhere from 6-8 hours to return empties to your booth and this process will begin after the aisle carpet is removed, which begins at the close of the show. Please make your travel plans accordingly.

Samples, merchandise, tools, furniture, display materials, etc. consigned to empty storage are NOT SAFE, even though they may be in a box/crate. Do not plan on receiving these items back!

Boxes/crates marked with empty labels are stored in an unguarded, offsite area. Please be advised that samples left inside boxes placed in empty storage can be stolen!

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.

Being a Good Neighbor

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/ Edlen Electric, please report it to the Exhibitor Service Desk.

Smoking Policy

Nevada State ordinances prohibit smoking within the Exhibit Facility.

Hardware Store

Home Depot
4750 S Decatur Boulevard
Las Vegas, NV 89103

702.871.5035
Open 7 days
Mon-Sat: 6am-10pm
Sun 7am-8pm

Stationery Store

Office Depot
3840 South Maryland Parkway
Las Vegas, NV 89109

702.369.7490
Mon-Fri 8am-8pm
Sat 9am-8pm
Sun 10am-6pm

Pharmacy

Walgreen's
3339 Las Vegas Boulevard South
Las Vegas, NV 89109

702.369.8166
Open 24 hours, 7 days

Mannequins & Steamers

D&B Rental Displays Corp.
170-22 130 Avenue, Suite 13D
Jamaica, NY 11434

239.263.7167
www.dbrentaldisplays.com

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.

Each Exhibitor must take responsibility for the security of their merchandise, display, etc. Exhibitors should take every precaution to protect their product. Here are a few suggestions:

- A company representative should be present when the Exhibitor's display/merchandise is delivered to their Booth.
- Ship your materials in locked containers with a reputable trucker or forwarder.
- If cartons are used be sure they are securely taped or banded, and do not mark them with the name or type of articles inside.
- Furnish the shipping company with an accurate, complete material handling form including the weight of the shipment and number of pieces shipped.
- Consolidate shipments of several small boxes into one large crate/carton to reduce possible loss.
- Do not leave your Booth or merchandise unattended during move-in, Exhibition days, and move-out.
- Do not leave or hide merchandise, handbags, toolboxes, display goods, samples or other valuables under tables overnight.
- **Do not, under any circumstances, include merchandise, tools, props, furniture, etc. in containers that you mark "empty" to be given to Freeman for empty storage.**
- Bring your own locks for rented showcases.
- At the close of the Exhibition, have an employee remain in your Booth until all merchandise is completely packed, sealed and picked up by your carrier.
- For any items rented by your company from a vendor other than GES, have an employee remain in your Booth until all merchandise is completely packed, sealed and picked up by your carrier.
- Remove all old empty stickers from your shipment before they arrive at the Show.

All merchandise and samples must be removed from the exhibit facility by 8pm the last show day.