



AUGUST 18, 19, 20 2014 · MANDALAY BAY - LAS VEGAS · MONDAY & TUESDAY 9AM-6PM WEDNESDAY 9AM-5PM

ENK Help Line: 646.717.0307

Exhibitor Service Centers

- GES, Edlen Electric, and D&B Rental Displays will be located TBD

Event Timetable

Sunday, August 17	8am-6pm	Exhibitor Move-In
Monday, August 18	8am-6pm 9am-6pm 9am-6pm	Exhibitors with badges permitted on show floor Show open Roving Carts will be providing food (for purchase)
Tuesday, August 19	8am-6pm 9am-6pm 9am-6pm	Exhibitors with badges permitted on show floor Show open Roving Carts will be providing food (for purchase)
Wednesday, August 20	8am-5pm 9am-5pm 9am-5pm 5pm-8pm	Exhibitors with badges permitted on show floor Show open Roving Carts will be providing food (for purchase) Exhibitor Move-out

Truck Unloading

All trucks that need a forklift to unload must be unloaded through the loading dock area at the back of the hall. Forklift service is available in this area only. You must first check in at the Marshalling Yard .

- Truck drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to 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.

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 any where 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 GES 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.