

CIRCUIT . INTERMEZZO

August 3.4.5 2014 | Javits Center . NYC | 9am - 6pm Sunday- Monday . 9am - 5pm Tuesday

Important Locations

Computer Area	Outside of Hall 1B
Cappuccino	Retail Cafe
Deliveries: UPS, FedEx, DHL, small packages during move-in (delivered directly to booths during show)	1C03
ENK Show and Press Office	1B01, 1B02
Exhibitor Service Centers	1B03 -1B05
GES Express Service Kiosks	TBD
Retail Cafe	TBD
ENK Café	TBD
Pinkberry Yogurt - 10am-6pm (for purchase)	TBD
Secured Storage	1C03
Security Office	1C02
Steaming Stations	TBD

Event Timetable	Friday , August 1	1pm-6pm 1pm- 6pm 1pm-5pm	Exhibitor Move-In Secured Storage Exhibitor Freight Move-In
	Saturday , August 2	8am-6pm 8am- 6pm 8am-5pm	Exhibitor Move-In Secured Storage Exhibitor Freight Move-In
	Sunday & Monday, August 3 & 4	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 ENK Café Show open Lunch (or while supplies last) in the ENK Café
	Tuesday, August 5	7am-5pm 8am-5pm 8:30am 8:30-9:30am 9am-5pm 12pm-1:30pm 5pm-8pm 10:00am 5:00pm-6:00pm	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 ENK Café Show open Lunch (or while supplies last) in the ENK Café Exhibitor Move-out Secured Storage closes Storage re-opens

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.

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. Furthermore, 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 12 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 the 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 Javits Center.

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 the Javits Center can pull into the parking lot to unload. 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 Javits Center 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 Javits regulations no animals, except seeing eye dogs are permitted at any time at the Javits Center.							
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 Javits for boxes/crates with empty stickers and immediately remove those items from the Javits, 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 Javits will also be delivered to your Booth when they arrive. However, UPS, Federal Express & DHL packages must be claimed by the Exhibitor from the Secured Storage area at the Javits Center. Any packages remaining after 3pm on Saturday 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 Javits complex will be busy with cruise ship passengers, which will limit on premises parking. If you are driving to the Javits, 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/Javits 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 8^h 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 ^h 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
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 ^h 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						
No Smoking	The Javits Center are NON-SMOKING facilities. Smoking is permitted directly <i>outside</i> the front entrance of the Javits, where you will find ashtrays. The outside aprons/galleys located at the Javits Center 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 the Javits Center beginning at 2pm each Show day. If you require transportation during Move-in, please contact an ENK staff member for assistance.							

Hardware Store	Scheman Hardware 545 8th Avenue (Between 37th & 38th Street) New York City	212.947.7844 Open 6 days Mon-Fri 7:30am-5: 45pm Sat 8am-3: 45pm
	Metropolitan 617 11th Avenue (Between 45th & 46th Streets) New York City	212.246.9090 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: Friday August 1, 1pm-6pm and Saturday August 2, 8am-6pm at the Javits Center. The Exhibition hours are Sunday-Tuesday, August 3-5 from 9am-6pm (until 5pm on Tuesday). Please be advised that Javits 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), Javits 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 front of the show hall 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 Javits Center, 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 Javits Center, 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.