

# children's club WELCOME

January 12-14, 2014 • Pier 92, NYC • 9am-6pm Sunday-Monday. 9am-5pm Tuesday

## Important Locations

<b>Computer Area</b> <b>Deliveries: UPS, FedEx, DHL, small packages during move-in (delivered directly to booths during show)</b> <b>ENK Show and Press Office</b>	North Side of Registration Near TBD
<b>Exhibitor Service Centers</b> <b>GES Express Service Kiosks</b> <b>Retail Café</b> <b>ENK Café</b> <b>Pinkberry Yogurt - 10am-6pm (for purchase)</b> <b>Secured Storage</b> <b>Security Office</b>	Front lobby  End of the 1700 aisle Near booths TBD Behind Registration End of 2300/2400 aisle Booth TBD End of TBD TBD
<b>Steaming Stations</b>	Behind TBD

<b>Event Timetable</b>			
	Saturday, January 11	8am-6pm 8am- 6pm 9am-4pm 8am-5pm	Exhibitor Move-In Secured Storage Retail Café open Exhibitor Freight Move-In
	Sunday & Monday, January 12 & 13	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
	Tuesday, January 14	7am-5pm 8am-5pm 8:30am 8:30-9:30am 9am-5pm 12pm-1:30pm 5pm-8pm 10:00am 4:45pm-5:45pm	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

● 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 6pm on Friday and 8pm on Saturday.

## 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 13 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.

<b>Private/Company vehicles</b>	All cars that are not moved immediately after unloading will be towed. Freight cannot be unloaded after 5pm. <b>Cars, vans and trucks delivering to Pier 92 can pull into the parking lot to unload.</b> All unloading areas will be available on a first-come, first-served basis.							
<b>Children &amp; Pets</b>	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.							
<b>Empty Stickers</b>	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.							
<b>Empty Storage</b>	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." <b>It will take GES up to six hours to return all items from empty storage at the end of the Exhibition to exhibitors.</b> 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.							
<b>Shipments</b>	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. <b>However, UPS, Federal Express &amp; DHL packages must be claimed by the Exhibitor from the "coat check" area on Pier 92. Packages may be retrieved from 8am to 5pm on Friday and 8am to 3pm on Saturday. Any packages remaining after 3pm on Saturday will be delivered to your Booth whether or not a representative is in the Booth.</b>							
<b>Cleaning</b>	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). <b>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.</b>							
<b>Parking</b>	<p><b>The Pier complex will be busy with cruise ship passengers</b>, 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"> <li>• Icon Clinton Parking, West 53<sup>rd</sup> Street between 10<sup>th</sup> &amp; 11<sup>th</sup> Avenues, 24-hours, 7 days/wk</li> <li>• Rapid Park, West 55<sup>th</sup> Street between 9<sup>th</sup> &amp; 10<sup>th</sup> Avenues, 7 days/wk, 6am-1am, Cash/Credit Card <i>(no trucks or SUV's)</i></li> <li>• GMC Parking on 56<sup>th</sup> Street between 11<sup>th</sup> and 12<sup>th</sup> Avenues</li> <li>• 59-57 Holding Corp on West 56<sup>th</sup> Street between 9<sup>th</sup> &amp; 10<sup>th</sup> Avenues, 24-hours, 7 days/wk,</li> <li>• Central Parking, 57<sup>th</sup> Street at 11<sup>th</sup> Avenue, 24-hours, 7 days/wk, Cash and Credit Card</li> <li>• Park n Ride, 60<sup>th</sup> Street between 11<sup>th</sup> &amp; 12<sup>th</sup> Avenues, 24-hours, 7 days/wk, Cash/Credit Card</li> <li>• Concerto Garage, 59<sup>th</sup> Street between 10<sup>th</sup> &amp; 11<sup>th</sup> Avenues, 24-hours, 7 days/wk, Cash only</li> </ul>							
<b>Being a Good Neighbor</b>	<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><b>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.</b></p>							
<b>Shuttle</b>	<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><b>Route 1</b></td><td><b>Penn Station</b> On 8<sup>th</sup> Avenue at 31<sup>st</sup> Street on the Southeast corner.</td><td><b>Port Authority</b> On 8<sup>th</sup> Avenue and 42<sup>nd</sup> street, the Northwest Corner, in front of Duane Reade.</td></tr> <tr> <td><b>Route 2</b></td><td><b>Hudson</b> On 58<sup>th</sup> Street, between 8<sup>h</sup> and 9<sup>th</sup> Avenues, directly in front of the main entrance</td><td><b>Hampton Inn</b> On 8<sup>th</sup> Avenue between and 50<sup>th</sup> and 51<sup>st</sup> Streets</td></tr> </table>		<b>Route 1</b>	<b>Penn Station</b> On 8 <sup>th</sup> Avenue at 31 <sup>st</sup> Street on the Southeast corner.	<b>Port Authority</b> On 8 <sup>th</sup> Avenue and 42 <sup>nd</sup> street, the Northwest Corner, in front of Duane Reade.	<b>Route 2</b>	<b>Hudson</b> On 58 <sup>th</sup> Street, between 8 <sup>h</sup> and 9 <sup>th</sup> Avenues, directly in front of the main entrance	<b>Hampton Inn</b> On 8 <sup>th</sup> Avenue between and 50 <sup>th</sup> and 51 <sup>st</sup> Streets
<b>Route 1</b>	<b>Penn Station</b> On 8 <sup>th</sup> Avenue at 31 <sup>st</sup> Street on the Southeast corner.	<b>Port Authority</b> On 8 <sup>th</sup> Avenue and 42 <sup>nd</sup> street, the Northwest Corner, in front of Duane Reade.						
<b>Route 2</b>	<b>Hudson</b> On 58 <sup>th</sup> Street, between 8 <sup>h</sup> and 9 <sup>th</sup> Avenues, directly in front of the main entrance	<b>Hampton Inn</b> On 8 <sup>th</sup> Avenue between and 50 <sup>th</sup> and 51 <sup>st</sup> Streets						
<b>No Smoking</b>	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.							
<b>Car Service</b>	ENK will have a car/limo service dispatcher at Pier 92 beginning at 2pm each Show day. If you require transportation during Move-in, please contact an ENK staff member for assistance.							
<b>Hardware Store</b>	<p>Scheman Hardware 545 8th Avenue (Between 37th &amp; 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
	Nuthouse Hardware 202 E 29 <sup>th</sup> Street New York City	212.545.1447 Open 24/7
<b>Stationery Store</b>	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
<b>Photo Copying</b>	Kinko's 303 West 56th Street, (between 8th & 9 <sup>th</sup> Avenue)	212.245.2324 Open 24 hours
<b>Pharmacy</b>	Duane Reade 250 West 57th Street @ Broadway 900 8 <sup>th</sup> Avenue @ 53 <sup>rd</sup> Street	Open 24 hours 212.265.2302 212.582.3463
<b>Mannequins &amp; Steamers</b>	D&B Rental Displays Corp 170-22 130 Ave, Suite 13D Jamaica, NY 11434	239.263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>

## Security

The official Move-In hours are: Saturday, January 11, 8am-6pm on Piers 92. The Exhibition hours are Sunday -Tuesday, January 12-14 from 9am-6pm (until 5pm on Tuesday). 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 (end of 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.