

Exhibitor Hotlines ENK: 646.717.0307 GES: 201.708.8347 **Javits: 212.216.2736**

Important Locations

ATM Machine Level 1, Food Court

Coat Check Concourse Level , Near Starbucks (Level 2)

Computer Lounge Outside Hall 1B **ENK Café** Level 1, TBD **ENK Show/Press Office** Level 1, 1B-02 Retail Café Level 1, TBD Level 1, TBD Photo Booth Level 1, 1C-02 Secured Storage Security Office Level 1, 1C-02 Steaming Stations Level 1,TBD

SERVICE CENTER (GES, Javits, Electric, Mannequins

& Steamer Rental)

Level 1, 1B-03

Event Timetable

Friday, March 7 12:00pm-6:00pm* Exhibitor Move-in

12:00pm-6:00pm Secured Storage

Note: Orders taken by GES after 5pm will be filled the next day.

Saturday, March 8 8:00am-6:00pm* Exhibitor Move-in

8:00am-6:00pm Secured Storage

Note: Orders taken by GES after 5pm will be filled the next day.

Sunday, March 9 7:00am Exhibitors with badges permitted on the Show Floor

8:30am-9:30am Breakfast (while the supplies last)

9:00am-6:00pm Show is open 10:00am-5:00pm Retail Café open

12:00pm-1:30pm Lunch (while the supplies last)

Monday, March 10 7:30am Exhibitors with badges permitted on the Show Floor

8:30am-9:30am Breakfast (while the supplies last)

9:00am-6:00pm Show is open 10:00am-5:00pm Retail Café open

12:00pm-1:30pm Lunch (while the supplies last)

Tuesday, March 11 7:30am Exhibitors with badges permitted on the Show Floor

8:30am-9:30am Breakfast (while the supplies last)

9:00am-5:00pm Show is open 10:00am-4:00pm Retail Café open

12:00pm-1:30pm Lunch (while the supplies last)

4:45pm Exhibitors may begin to remove items from Secured Storage

5:00pm-8:00pm Move-Out 6:00pm 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. Exhibitor hand-carry procedures and time limits will be strictly enforced by Javits Public Safety and the NYPD.

ENK Booth Package

If GES did not receive your Booth Package order forms by the deadline, you will receive the booth frame work, panels, lights, wastebasket and carpet, but you will not receive booth furnishings such as tables, chairs, racks, shelves, etc. Substitutions are permitted at show site at the exhibitors' expense.

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 needed by the Javits to permit medically approved animals.)

Cleaning

ENK has hired The Javits Center cleaners to vacuum your Booth each evening beginning on Saturday if it is not closed off. ENK will maintain all of the public areas such as aisles, cafes, lounges, etc.

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 up to six hours to return all items to the booths from empty storage at the end of the Exhibition. Empty storage is not kept within The Javits Center and is not available during the Show. Additionally, all items in empty storage are not kept in booth order; hence they are returned in random numbers.

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.

UPS

UPS (United Parcel Service) will not hold freight at its local terminal, does not guarantee delivery of packages in time for an Exhibition opening, or do they give you an exact delivery date. Additionally, since UPS does not manifest its shipments, each piece of freight must be individually logged-in by GES when they arrive at The Javits Center. This tedious process takes numerous hours, which will delay receipt of your shipment to you. Note: Federal Express does manifest their shipments; therefore, delivery of their packages will be timelier. However, not manifesting does not provide GES the opportunity to check what is delivered; hence FedEx may say a package was delivered but in fact it was not.

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 with the exception of UPS, DHL and FedEx shipments. Those will be placed in Secured Storage (Rooms 1C03-1C05) and will need to be retrieved by each exhibitor from 1pm-5pm on Friday and 8am to 3pm on Saturday. Any packages remaining after 3pm on the last move in day will be delivered to the exhibitors Booth, whether or not a representative is present.

Shuttles

Shuttle Service will run on Show days from 8:00am to 7:00pm (until 6:00pm on Tuesday). 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.)

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 12pm-6pm on Friday, and 8am-6pm on Saturday during Move-in day. The Exhibition hours are Sunday-Tuesday, March 9-11, 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-7pm (6am-7pm on the first Show day), 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 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 (TBD) for that purpose. If you do not wish to utilize ENK's Storage Room, you may hire a private guard from Citadel Security. 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. When picking up it up the Citadel Security Guard will log it out. The Exhibitor picking up your items checked into the Storage Room must wear their Exhibitor Badge 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 professional 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 7pm 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, March 11 by 8pm. The Javits will be unguarded after 8pm.

Do not Leave Anything Behind: So that you do not 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 unattended will be discarded.