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[https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/)

## Important Notes

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- **ONLINE EXPRESS ORDER FORM:** You may now order your ENK booth package, additional furnishing or lighting, mannequins/steams, BoothSeal, etc. easily and direct from your computer via our Online Express Order Form. Click this link for one stop ordering. [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/).
- **BADGES:** You will receive an email communication from Velocity (our registration company) providing you with a personalized user name and password so that you may order your badges in advance. If you do not receive the link, contact [operations@enkshows.com](mailto:operations@enkshows.com).
- If you do not order badges in advance, please know that each person requesting a badge at show site is required to present ID from the exhibiting company.
- **BOOTH WALLS:** The Booth panels are **solid white**. Visual Panel Dimensions: each one-meter panel is 1/8" thick, 37 1/2" wide and 89 1/4" high; each half-meter panel is 1/8" thick, 18 1/8" wide and 89 1/4" high. Actual Panel Dimensions: each one-meter panel is 38 1/8" wide and 91 1/4" high; half-meter panel is 18 1/2" wide x 91 1/4" high.
- **Orders may be placed with GES without a booth number and/or if you are unsure of your booth size.** If the order is placed before the deadline you can always revise/update your order and still receive the advance price. If you do not place your order by the deadline, you will need to pay the post deadline price, which will increase your costs by 25%.
- **All booths are built in meters not feet.** Be sure to check page 40 of this book for exact dimensions.
- If you will be utilizing a custom booth, a detailed diagram must be provided to ENK Operations team in advance for approval ([operations@enkshows.com](mailto:operations@enkshows.com)).
- If you do not require the ENK booth walls because you are bringing a custom booth, you must notify GES via the ONLINE ORDER form by the deadline to avoid additional fees. However, in some instances and for structural reasons this may not be possible as many booths share walls with a neighboring booth.
- **All GES orders must be paid in full at the time of ordering.** Unpaid orders will not be processed and the items you ordered will not be delivered until GES receives full payment. The ONLINE ORDER form includes a convenient payment area [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/).
- Orders received after the deadline may not be fulfilled by the first move-in date.
- **Provide a diagram for all wall-mounted furnishings ordered.** If a diagram is not provided the items you ordered will be installed 5' from the floor unless paper is installed on your booth walls. EXCEPTION: If paper is installed or scheduled to be installed or if you have ordered more than 3 items, GES will not hang the wall mounted items without a detailed, clear diagram.
- **There is a 20lb. maximum capacity for each wall-mounted item.** If you will be placing more than 20lbs., please contact GES customer service at 800.801.0554, 201.375.9191.
- GES is not responsible for any damage caused to booth paper during shelf, wall rack or display bar installation. You will incur a \$15.85/piece surcharge from GES to customize shelf, rack or display bar installation around your GES paper. You will incur a \$22.55/piece surcharge from GES to customize shelf, rack or display bar installation around Exhibitors' paper. Orders of more than 3 shelves, wall racks or display bars installed on overtime due to late ordering/payment or missing diagrams are subject to an additional charge of \$15.85/item.
- **Freight shipped to the GES warehouse and/or with GES Logistics is unloaded first.** So if you use one of those options, you can be assured your freight will be in your booth upon your arrival on the first move-in day.
- **If you are utilizing a trucking/delivery company other than GES** and you have organized your freight arrival with GES, please note that the arrival timeframe GES provides is when your trucking company should arrive, it is not a specific appointment to be off loaded. Trucks are off loaded on a first-come, first-serve basis, which is dependent upon space availability for that size vehicle; hence there will be wait time for the vehicle to be unloaded/loaded. This wait time could be from 1-4 hours.
- **Rented items such as furniture/décor for your booth.** Please note that each exhibitor is responsible for the safety of any items you bring into the show whether they are owned or rented by your company. If you have rented from a vendor like Props for Today, you must remain with these items until they are picked up by the company's representative. You must also complete a Bill of Lading which advises GES that your vendor is scheduled to pickup from the Show (sample on page 37).
- **SECURED STORAGE:** All items placed within secured storage must be removed the last show evening. Items may only be claimed on the last show day beginning 15 minutes before show closing. Additionally, personnel may get on line 15 minutes before show closing only.

## Custom Booths

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**All Exhibitors must either utilize the walls provided by ENK or bring their own custom booth, which needs to meet the ENK criteria and fit within the space provided (which is measured in meters not feet.) Refer to page 40 for booth size and dimensions.**

### **What you need to do/know if you are planning to bring a custom booth:**

#### **Approval:**

- A detailed drawing indicating your entrance area, location of walls and height must be submitted to ENK for approval by the GuideBook deadline. (Submit to: [operations@enkshows.com](mailto:operations@enkshows.com)) Note: **Total height is restricted to 8' if the venue permits. The total height includes signs, truss, wall, mannequins, etc.**
- The use of custom booths will be dependent upon whether your booth will fit within the space assigned to your collection. See the chart on page 40 as a reference; and if you need confirmation or further information, please call ENK Operations at 646.841.1436.

#### **Booth walls:**

- Exhibitors are strongly encouraged not to completely close their booth with walls. If you wish to have privacy, please consider leaving an opening on each side of the booth that is facing an aisle or another exhibitor or make your booth walls 5 or 6 ft high.
- Any exposed portions of your custom booth must be professionally finished. For example, if for building purposes your display house needs to leave a space between your booth and your neighbor's, your display house must cover that space with a professionally finished product and nothing may be stored in that space.
- Custom booths should be built convertible allowing the ability to adjust the booth size, location, entrance ways, etc.
- Fire regulations prohibit booths with roofs within the Facility.

#### **ENK Booth Walls/Lights:**

- If you do NOT wish to use the ENK Booth Package hard walls, you will need to notify GES by completing the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/) by the deadline.
- ENK's Booths are constructed with 8' high walls and framework across the front of the Booth. For booths larger than 10'x10' you will also have both vertical supports posts and overhead horizontal supports. If you need to have the front framework removed in order to build your custom Booth, you must complete the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/).
- The Booth package lights are hung from the front framework.
- *You will not be able to hang the Booth package lights without the framework.*
- In some instances it will not be possible to remove/not install the ENK booth package walls or to remove framework. For example, if your booth is a 10' wide by 20' deep, booth walls cannot be removed because your back wall is shared with the exhibitor behind you. If you need clarification, please contact:
  - ENK Operations at 646.841.1436 or [operations@enkshows.com](mailto:operations@enkshows.com)
  - GES: Yolanda Hampton 866.437.6733, [enkorders@ges.com](mailto:enkorders@ges.com)

#### **Display Houses & Independent Exhibit Service Companies:**

- Exhibitors using an independent exhibit service firm (other than GES) to unpack, erect, assemble, dismantle & pack displays/equipment, must complete and return the EAC form in the Online Order Form – Exhibitor Appointed Contractor form – to ENK and GES along with a copy of that independent contractor's insurance certificate by the deadline.
- Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor's booth, they will be directed to the GES service desk where union labor will need to be ordered.

#### **EXCEPTION**

Custom booths are not permitted within TMRW or THE GALLERY sections of Coterie.

## Exhibition Schedule

**Venue** Javits Center  
11<sup>th</sup> Avenue @ 37<sup>th</sup> Street  
New York City 10001  
Level 1 D/E + Level 3 A/B/C/D/E + Level 4 River Pavilion

<b>Move-in</b>	Sunday	September 15	8:00am to 6:00pm
	Monday	September 16	8:00am to 6:00pm

- ① Freight handling assistants are available on a first-come/serve basis until 5:00pm ONLY; and all vehicles must arrive by 4:30pm. No freight may be moved in after 5:00pm either hand-carry or otherwise.
- ② Please see the map on the next page for areas of "late" move-in. Late Move-in is 2pm or later on the last move-in day.

<b>Show Days &amp; Hours</b>	Tuesday	September 17	9:00am to 6:00pm
	Wednesday	September 18	9:00am to 6:00pm
	Thursday	September 19	9:00am to 5:00pm

<b>Move-Out</b>	Thursday	September 19	5:00pm-8:00pm
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**Important Note:** Custom Booths must have begun to be packed and ready for loading by 7pm the last show day. GES reserves the right to force freight at the exhibitors' expense for drivers checked-in after 7pm.

<b>Shipping Deadlines</b>	▪ Advance Shipments to the GES warehouse (Surcharge applies for shipments received after August 30)	August 2- September 12
	▪ Shipments to Exhibit Facility	See Move-in Schedule above

<b>Ordering Deadlines</b>	▪ All furnishings, lights etc. from GES	August 30
	▪ Electric, Telephone	August 30
	▪ Exhibitors Badges	August 30
	▪ EAC (Exhibitor Appointed Contractor form in the Online Order Form)	August 30
	▪ Booth Seal	August 30

**UPS, FedEx & DHL** Small boxes and packages shipped via UPS, FedEx & DHL may be accepted on scheduled move-in days only and will be placed in ENK's Secured Storage. Packages must be claimed by the exhibitor by 3pm on the last move-in day. After 3pm they will be delivered to the exhibitors Booth, whether or not a representative is present.

**Non-Crated Freight Schedule** You may ship exhibit materials directly to the Exhibit Facility to be received beginning on the first move-in day. Shipments arriving before the scheduled move-in will be turned away since ENK/GES do not have access to the Exhibit Facility and the Venue does not have storage space.

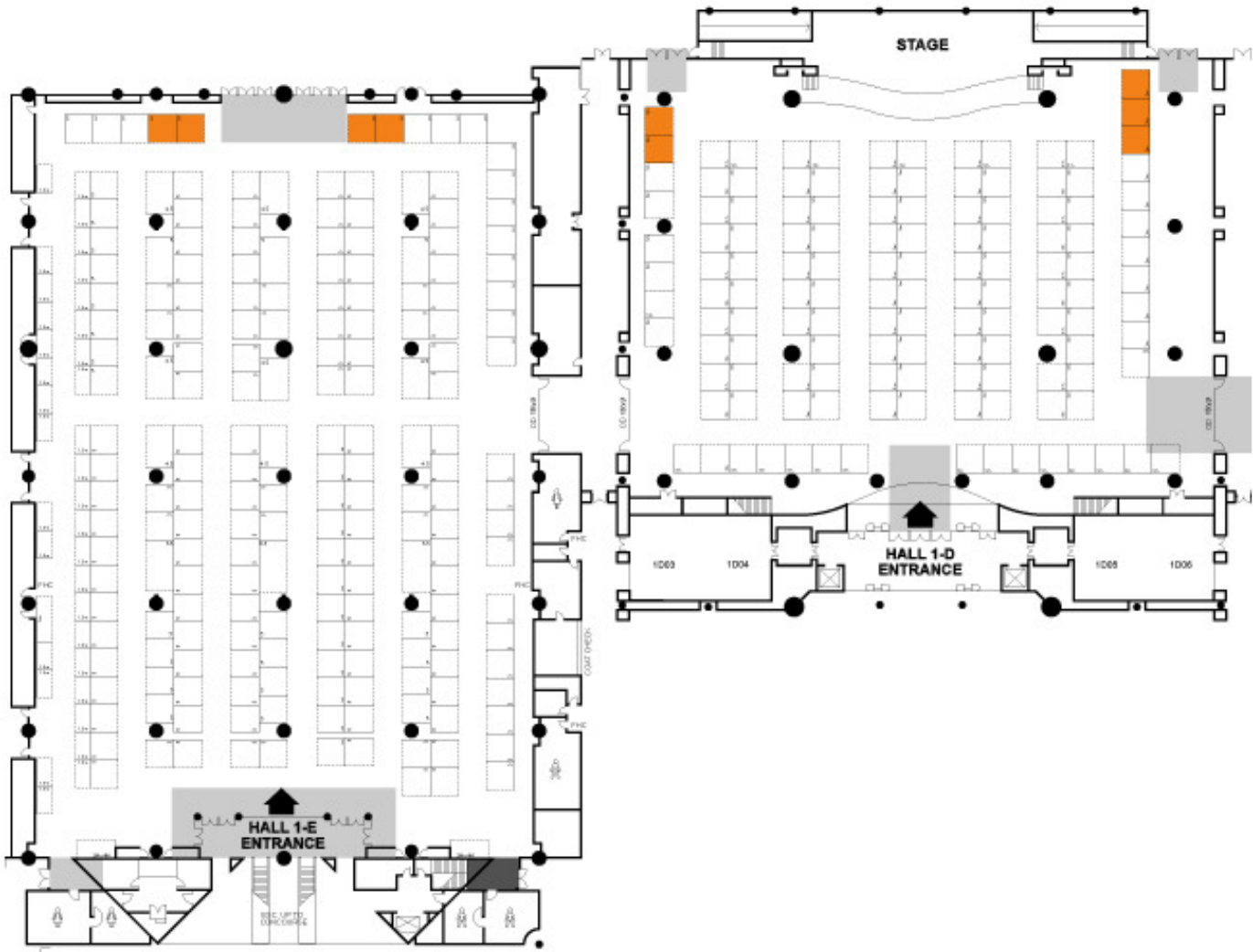
**Crated Freight Schedule** ENK/GES will be scheduling the inbound freight. Please complete and return page 3. You will then be contacted by a GES representative and given a date and time for your Booth freight to be delivered. Note: the time will be a range, not an exact appointment, and there will always be wait time (1-4 hours) before the vehicle is unloaded. Actual merchandise can only be delivered when your staff is there to receive and secure it. Delivery of all crates will be on a scheduled basis only. Failure to complete and return page 3 will result in delayed receipt of freight at your Booth.

<b>Registration, Service Center &amp; Secured Storage</b>	Sunday	September 15	8:00am to 6:00pm
	Monday	September 16	8:00am to 6:00pm
	Tuesday	September 17	8:00am to 6:00pm
	Wednesday	September 18	8:00am to 8:00pm
	Thursday	September 19	8:00am to 8:00pm

# Late Move-in Map Level 1 D/E

**Location**                      Javits Center  
655 West 34th Street  
New York City 10001

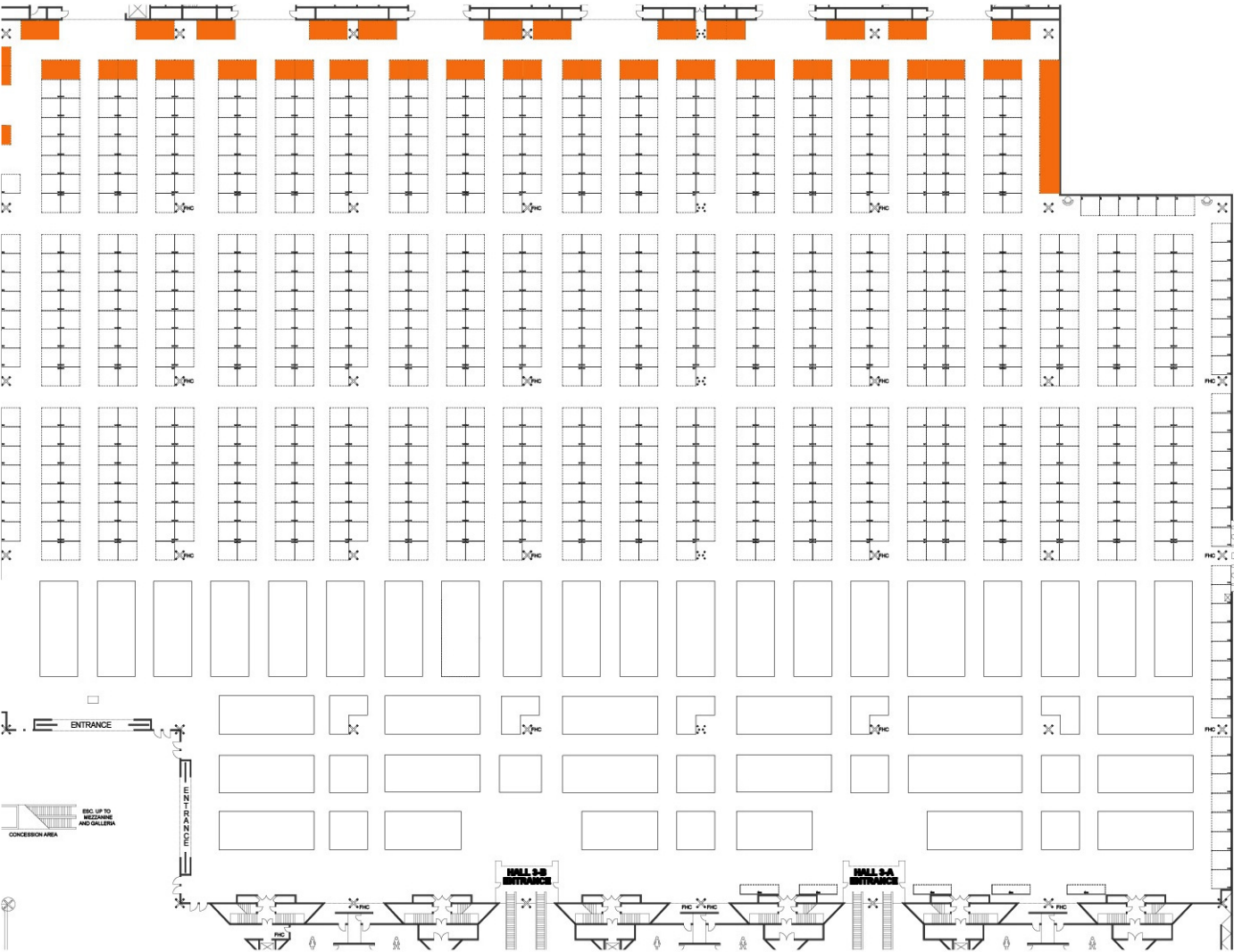
**Late Move-in Areas**                      Indicated in orange 



# Late Move-in Map Level 3 A/B

**Location**                      Javits Center  
655 West 34th Street  
New York City 10001

**Late Move-in Areas**                      Indicated in orange

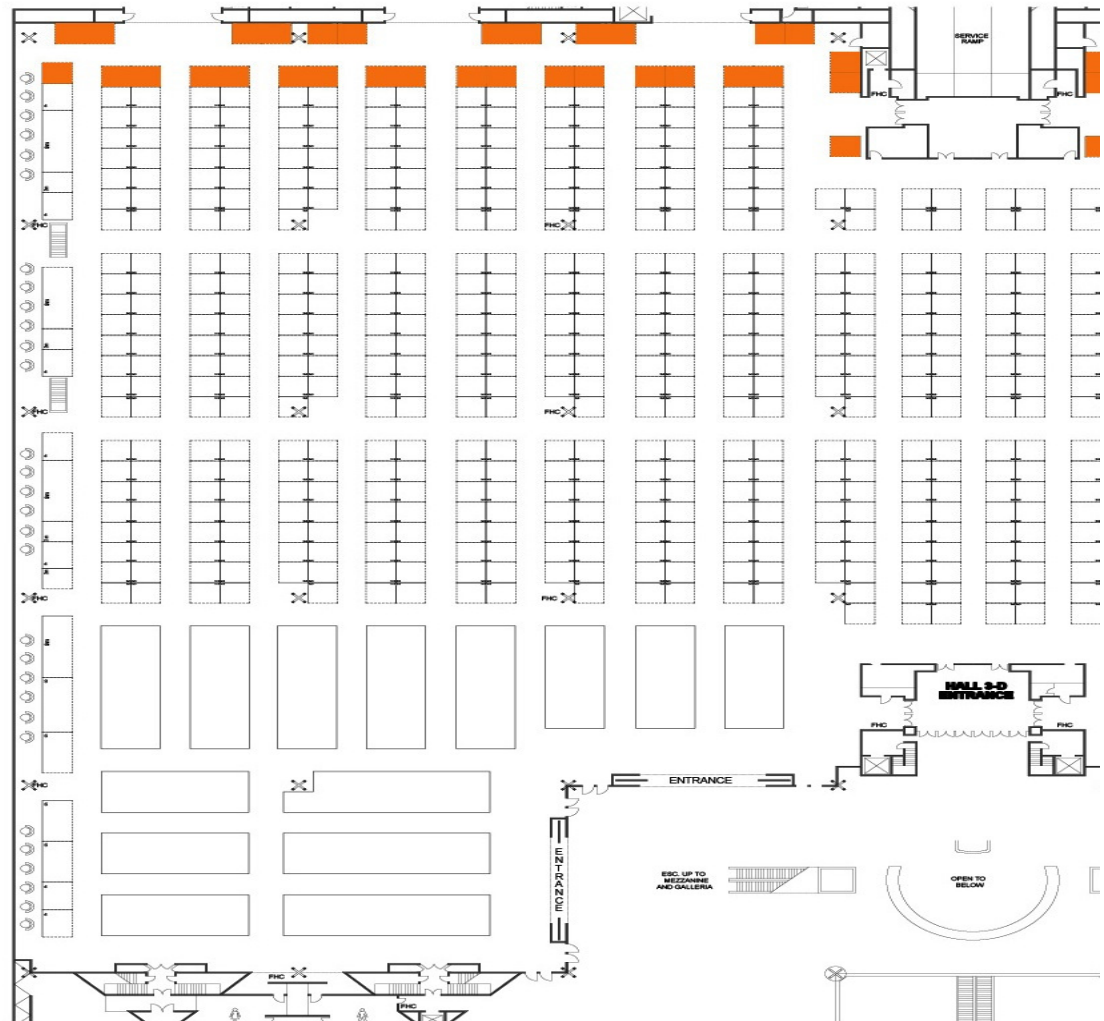




## Late Move-in Map Level 3 D/E


**Location** Javits Center  
655 West 34th Street  
New York City 10001

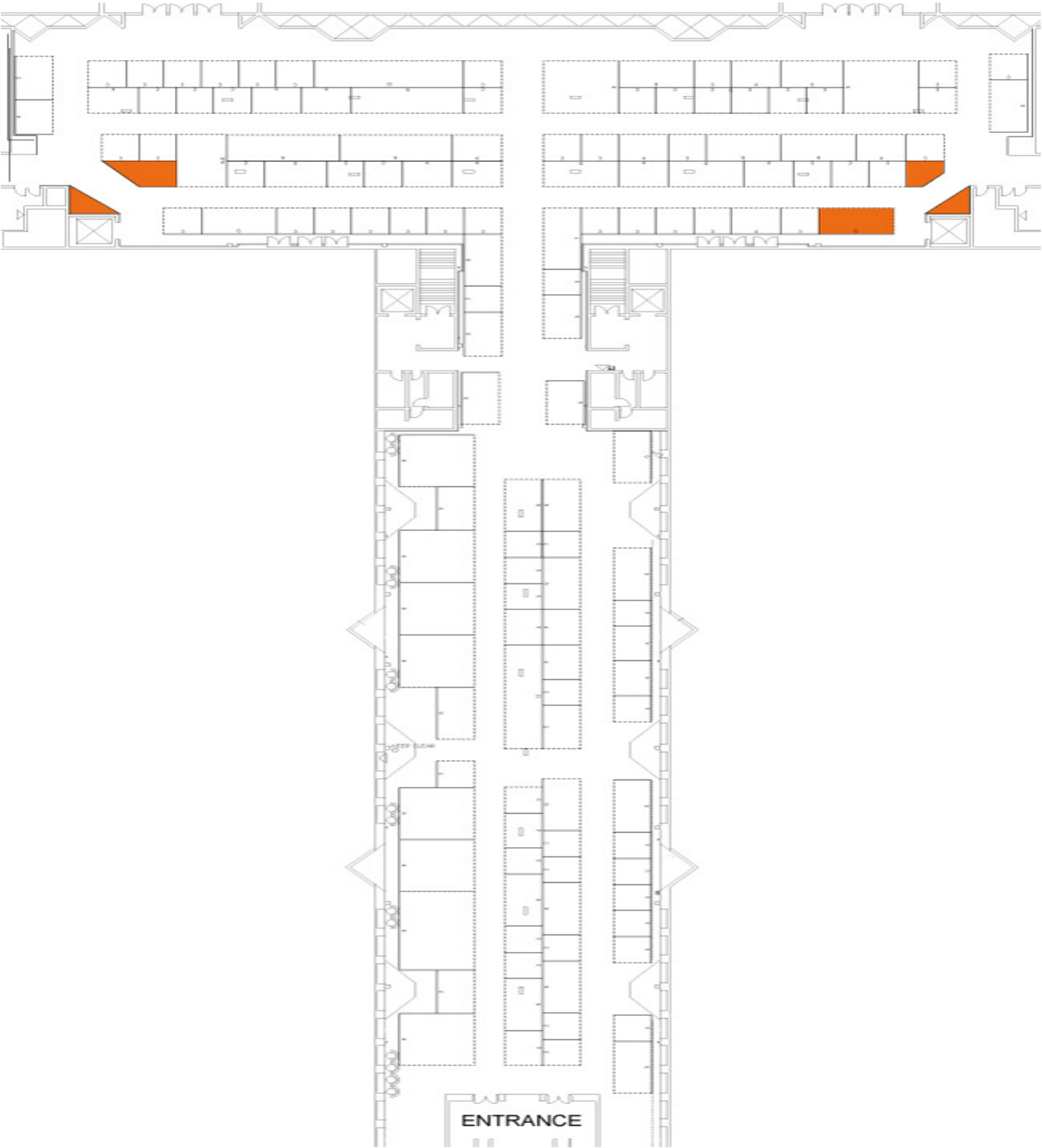
**Late Move-in Areas** Indicated in orange



# Late Move-in Map Level 4 River Pavilion

**Location** Javits Center  
655 West 34th Street  
New York City 10001

**Late Move-in Areas** Indicated in orange 





## Supplier Resource Directory

Booth set up and electrical work must be performed by GES & the official Venue Electric contractor. All other names listed here are merely suggestions for your convenience.

	COMPANY & ADDRESS	TELEPHONE	FAX
<b>ENK Operational Contacts</b> (Setup, GuideBook, custom booths, onsite needs)	<a href="mailto:operations@enkshows.com">operations@enkshows.com</a>	646.841.1436	646.841.1536
<b>GES Customer Service</b>	Within USA International	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>GES Freight Questions</b>	Chariffe McMillion	201.702.8276	
<b>GES Warehouse</b>	GES 125 North Street Teterboro, NJ 07608	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>GES Orders</b>	GES 7000 Lindell Road Las Vegas, NV 89118-4702	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Lighting</b>	GES Global Experience Specialists	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Electricity &amp; Par Can Lights</b>	Javits Electric	877.452.8487 212.216.2090	
<b>Booth Furnishings</b>	GES	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Booth Wall Papering</b>	GES	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Shipping</b> (International & Domestic)	GES Logistics	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Lounge Furniture</b>	Props for Today  Mod Props	212.244.9600 <a href="http://www.propsfortoday.com">www.propsfortoday.com</a>  212.628.7582 <a href="http://www.modprop.com">www.modprop.com</a>	
<b>Security</b>	Citadel 128 Marisa Circle Staten Island, NY 10309	718.948.3658 <a href="mailto:citadel8@verizon.net">citadel8@verizon.net</a>	732.279.6549
<b>Display Cases</b>	Levin & Associates 15-04 130th Street College Point, NY 11356	718.463.2176	718.463.4302
<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>	866.300.0092
<b>Hangers</b>	D&B Rental Displays Corp. 170-22 130 Avenue, Suite 13D Jamaica, NY 11434	239-263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>	866.300.0092
<b>BoothSeal</b>	Booth Seal	212.888.7155	646.558.6852
<b>Shelving</b>	<a href="https://www.enkforms.com/expressform/coterie_sept/">https://www.enkforms.com/expressform/coterie_sept/</a>	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Auto Poles</b>	<a href="https://www.enkforms.com/expressform/coterie_sept/">https://www.enkforms.com/expressform/coterie_sept/</a>	800.801.0554 201.375.9191	866.329.1437 (USA) 702.294.8643 (intl)
<b>Internet Services</b>	Javits	877.452.8487	

<b>Telephone Services</b>	<b>Javits</b>	877.452.8487	
<b>Messenger/Truck Service</b>	Need it Now	212.989.1919 <a href="http://www.needitnowcourier.com">www.needitnowcourier.com</a>	212.989.2164
	Breakaway Courier Service	212.947.7777 <a href="http://www.breakawaycourier.com">www.breakawaycourier.com</a>	212.947.3335
<b>Hardware Store</b>	SM Motors	212.255.2007	
	Nuthouse Hardware 202 East 29 <sup>th</sup> Street Between 2 <sup>nd</sup> and 3 <sup>rd</sup>	<b>OPEN 24 HOURS</b> 212.545.1447	
	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	
	Home Depot 40 West 23 <sup>rd</sup> Street (Between 5 <sup>th</sup> & 6 <sup>th</sup> Street) New York, NY 10010	212.929.9571 Open 7 days Mon-Sat: 7am-9pm Sun 8am-7pm	
	Home Depot 980 3 <sup>rd</sup> Ave (Between 58 <sup>th</sup> & 59 <sup>th</sup> Street) New York, NY 10022	212.888.1512 Open 7 Days Mon-Sat: 7am-9pm Sun 8am-7pm	
<b>Stationery Store</b>	Staples 57 West 57th Street on 6th Avenue (Between 57th & 58th Street) New York City	212.308.0335 Open 7 days Mon-Sat 7am-8pm Sun 11am-6pm	
<b>Pharmacy</b>	Duane Reade 250 West 57 <sup>th</sup> Street @ Broadway 900 8 <sup>th</sup> Avenue @ 53 <sup>rd</sup> Street	Open 24 hours 212.265.2302 212.582.3463	
<b>Photo Copying</b>	Kinko's 233 West 54th Street (Between 8th & Broadway) New York City	212.977.2679 Open 24 hours	
<b>Hotel &amp; Airline</b>	Travel Planners	800.221.3531, 212.532.1660 <a href="http://www.enktravel.com">www.enktravel.com</a>	
<b>Car &amp; Airport Service</b>	Skyline	718.482.8585, ext. 3263	
	Super Shuttle Van Service (Airports & Hotel Service)	1.800.Blue Van (258.3826)	
<b>Flowers, Trees</b>	Spring Valley Floral	845.268.7555 <a href="http://www.springvalleyfloral.com">www.springvalleyfloral.com</a>	845.268.6570
<b>Audiovisual</b>	New City AV	212.925.5888	
<b>Catering</b> Exclusive caterer	Center Plate (No food or drink may be brought into the Javits from any other source.)	212.216.2400	
<b>Flame Proofing</b>	Certified Flame Proofing	800.590.5530 631.265.4824	

## General Information

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<b>Show Days &amp; Hours</b>	Tuesday Wednesday Thursday	September 17 September 18 September 19	9:00am to 6:00pm 9:00am to 6:00pm 9:00am to 5:00pm
<b>Badges</b>	For security purposes, Exhibitors must wear <b>ENK Exhibitor Badges</b> to gain access to the Exhibit Hall at all times. During move-in and move-out, <b>Display House passes</b> will be issued to those individuals (other than your staff such as trimmers, display companies, etc.) that you have authorized to work on your display and <b>Temporary Work Badges</b> will be issued to individuals who deliver/pick up materials at your Booth. For security purposes you may be asked to present photo ID. Badges are part of the security process. Please cooperate in wearing your official Exhibitor badge at all times so you may easily gain access to the Exhibition facility. Only Exhibitors wearing their official badges will be permitted entrance to the Exhibit Hall and to remove merchandise from the Exhibit Hall.		
<b>Advance Badges</b>	<ul style="list-style-type: none"><li>You will receive an email communication from Velocity (our registration company) providing you with a personalized user name and password so that you may order your badges in advance. <b>If you were a participant in the previous show, the log-on and password provided for that show are still active.</b> If you do not receive the link, contact <a href="mailto:operations@enkshows.com">operations@enkshows.com</a>.</li><li>If you do not order badges in advance, please know that each person requesting a badge at show site is required to present ID from the exhibiting company.</li></ul>		
<b>Show Site Badges</b>	<ul style="list-style-type: none"><li><b>Badges requested at the Exhibition</b> or after the deadline may be picked up at the ENK Exhibitor Registration desks throughout move-in. If badges were not requested in advance, individuals must have them printed at Exhibitor Registration before entering the Exhibit Hall by presenting both business and photo ID.</li></ul>		
<b>Display Badges</b>	<ul style="list-style-type: none"><li>Badges for display personnel will not be mailed. Only badges for personnel working within the booth will be mailed if ordered in advance by the deadline.</li></ul>		
<b>Empty Storage</b>	<p>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 4-8 hours to return all empties are returned to the exhibitor's booth and this process will begin after the aisle carpet is removed, which is on the last show day at the close of the show. Please make your travel plans accordingly.</p> <p>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!</p> <p>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! Samples, etc. should be placed in the Secured Storage Room (see page 18).</p>		
<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 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.)		
<b>Cleaning</b>	ENK will maintain all of the public areas such as aisles, restaurants, restrooms, lounges, etc. Booths will be vacuumed each morning beginning at 7am (6am on the first Show day). <b>If your Booth is covered or 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.</b> Vacuuming will not be permitted after 9am on Show Days.		
<b>A Word to the Wise</b>	Do not place loose or small items that can be easily stolen on the front edge of your display or counter. 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.		

<b>Children</b>	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.
<b>Pets</b>	Venue regulations permit only medically required animals as long as you have the proper documentation.
<b>Being a Good Neighbor</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The use of loud speakers, loud music or other inappropriate demonstrations is not permitted.</li> <li>• Helium balloons, glitter, stick-on decals or other adhesive items are expressly prohibited within the Exhibit Hall.</li> <li>• Models must confine their activities to their Exhibit Booth and may not solicit in the aisles or public areas.</li> <li>• Models changing clothes in the restroom is not permitted.</li> <li>• Please take care when hanging anything from the walls of your Booth. Whether it is fabric, sign, etc. or a device you use to hang materials, it should not intrude into your neighbor's Booth.</li> <li>• In the event your neighbor has not yet arrived during set-up, do not use their exhibit space for storage of your belongings i.e. boxes, crates.</li> <li>• Borrowing and/or taking display/booth materials from your neighbors are strictly prohibited. GES audits each booth. Note: exhibitors will be charged for any GES items found within a booth that were not ordered or paid for by that exhibitor.</li> <li>• Exhibitors are prohibited from taking any type of photograph or videotape of the Exhibition or any other Exhibit Booth/Product without the consent of ENK. Unauthorized use of photography equipment or videotape equipment may be subject to confiscation by ENK.</li> <li>• All display cases, counters, tables, chairs, signs, mannequins must be placed within your Exhibit Space, not in the aisle; use the booth walls and floor markings as your boundary guide.</li> </ul>
<b>Music</b>	Music provides a welcoming atmosphere for visitors. However, for the sake of your fellow Exhibitors, music volumes must be confined to your booth space so as not to disturb your neighbor. The performance of live or recorded music falls under the jurisdiction of ASCAP and BMI. Exhibitors are responsible for obtaining any licenses from the appropriate licensing agent or artist to comply with ASCAP and BMI requirements. You may contact them at: ASCAP -- 800.925.8451 and BMI -- 800.492.7227.
<b>Exit Signs/Fire Hose/Fire Pull Boxes</b>	All exit signs, fire hoses, fire pull boxes, fire fighting and emergency equipment, etc. must be kept clear and may not be obstructed in any way.
<b>Smoking Policy</b>	NY State ordinances prohibit smoking within the Exhibit Facility.
<b>Empty Space behind Booths, near Columns</b>	Fire regulations prohibited anyone from storing anything behind the booth walls, columns or any unauthorized areas.
<b>Booth Covering</b>	If you cover/close off the front of your booth, be sure to install the cover under the lights, not on top/over the lights as this will be dangerous. Booth Seal, an easy and safe way to cover your booth may be rented (use the ONLINE ORDER FORM) <a href="https://www.enkforms.com/expressform/coterie_sept/">https://www.enkforms.com/expressform/coterie_sept/</a> .
<b>Helium Balloons</b>	Helium-filled balloons and/or helium tanks are not permitted in the exhibit facility.
<b>Insurance</b>	Each Exhibitor should secure adequate insurance protection against loss of, or damage to, equipment, merchandise and display materials, from any cause, and against loss through personal injury to himself, his employees or to visitors to its Exhibit Booth. Check with your agent -- perhaps you are already covered on a Floater Policy. Or, a suggestion is to arrange for all-risk coverage, which may be done by "riders" to existing policies.

## Booth Set-Up

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### Booth Package

- European-style hard walls (SOLID WHITE PANELS) inserted into silver metal framework (8' high), carpet (color and type selected by ENK) one company sign per Booth (copy will be identical to your Catalogue listing), wastebasket and 500 lbs. of freight handling (drayage) within the Venue.
- ENK's Booth Package also includes furnishings and lighting or electricity (quantity dependent upon the booth size) if ordered by the exhibitor by the deadline.

### Selecting Booth Package

**In order to receive the ENK booth package furnishings, please complete the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/) by the deadline.** If this form is not returned to the appropriate vendor/supplier by the deadline, you will receive the booth frame work, panels, lights, waste basket and carpet; but you will not receive booth furnishings. Substitutions after the deadline or at show site are at the exhibitor's own expense. Bring a copy of your e-mail confirmation with you to the Show.

### Booth Package Hard Walls

Every 3 meters (10') of wall space is constructed with three solid, white 1-meter panels. If you require a special Booth wall configuration, which deviates from the standard ENK Booth package, you must complete the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/) by the deadline. In some instances for structural reasons your request may not be possible. Any walls used for a special configuration that are beyond the quantity included in the package provided by ENK must be ordered and paid for by completing the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/). If GES receives your request for special wall configurations by the deadline and no additional panels beyond the standard are required, you will not incur additional charges.

### Wall-Mounted Furnishings

- When ordered, either by the deadline or at show site, you must provide a diagram.
- If a **diagram is provided** by the deadline, the items you ordered will be installed by the time you arrive for move-in unless your booth walls are being papered by a non-GES supplier.
- Should you want to move the wall-mounted furnishings, you may easily do so on your own. If you wish to hire labor to do so you may at the prevailing show rates.
- There is a 20 lb. limit for each wall-mounted item.
- If a **diagram is not provided** by the deadline, the items you ordered will be installed 5' from the floor. EXCEPTION: If paper is installed or scheduled to be installed or if you have ordered more than 3 items, GES will not hang the wall mounted items without a detailed, clear diagram. You will then need to go to GES Service Desk to advise the staff you need installation labor, which will be on a first-come/serve basis.
- GES is not responsible for any damage caused to booth paper during shelf, wall rack or display bar installation.
- You will incur a \$15.85/piece surcharge from GES to customize shelf, rack or display bar installation around your GES paper. You will incur a \$22.55/piece surcharge from GES to customize shelf, rack or display bar installation around Exhibitors' paper.
- Orders of more than 3 shelves, wall racks or display bars installed on overtime due to late ordering/payment or missing diagrams are subject to an additional charge of \$15.85/item.

### Lighting & Electricity

- ENK's Light Package **does not** come with separate outlets for showcases, steamers or your own lights, etc. To order additional lights and/or electric power, complete the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/).
- All electrical connections must be made under the supervision of an authorized Facility electrician. All electrical equipment must be Underwriter Laboratories (UL) approved. Thin brown or white extension cords are against NYC fire laws. The official facility electrical services contractor reserves the right to make reasonable adjustments to your lighting fixtures if they are not sufficiently supported or your set up is considered a hazard.
- For your safety, any adjustments to booth lights must be made by the official facility electrical contractor labor and cannot be done by an exhibitor, display house, etc. Please do not try to adjust or alter the lights in any way by yourself. If you need help, please go to the Electric Service Desk and they will have someone come to your booth to accommodate your request.
- If you bring your own lights, you will must hire the facility electricians for install and dismantle (ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/).)

### Par Can Lights

If you are ordering lighting to be hung from the ceiling, please check with the official electrical contractor to ensure the area you wish to have the lights installed has no obstacles which would prohibit or impair the lighting you desire.

## Booth Height

**There is an 8' height limit** for all Booth walls, mannequins, fixtures, lights, signs, auto poles and merchandise. In addition, nothing (merchandise, signs, chairs, shelves, walls, etc.) may extend beyond your assigned exhibit space into the aisle. ENK adopted this standard trade show rule so that all Exhibitors have equal visibility and are not blocking the sight line of a neighboring Booth.

## Columns

If a column is within your booth, you may decorate it, without blocking access to the electrical box or firebox in/around/on the column. You may use elastic cord or coated wire to attach materials to the column. You may not paste, tape or glue anything directly to the column.

## Custom Booths

- Fire regulations do not permit roofs on booths.
- If you do not wish to use the ENK Booth Package hard walls, notify GES by completing the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/) by the deadline. Failure to submit this form before the deadline date will result in additional labor charges.
- Any exposed portions of your custom Booth must be professionally finished.
- ENK's Booths are constructed with 8' high walls and framework across the front of the Booth. The Booth package lights are hung from this framework. If you need to have the front framework removed in order to build your custom Booth, you must notify GES in writing by the deadline (ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/)). Note: Booth package lights cannot be hung without the framework; and/or the quantity of wall mounted racks, shelves or display bars may be limited or not possible.
- Custom Booths must be packed and ready for loading by 7pm on the last show day. Labor to dismantle your booth will be forced at 7pm the last show day for any booths not in the process of being dismantled. Drivers must be checked-in by 7pm on the last show day. GES reserves the right to force freight at the exhibitors' expense for drivers checked-in after this time. If you have an unpaid balance with GES, your freight will be shipped to the GES warehouse and held there until your GES balance is paid in full.
- TMRW & THE GALLERY: custom booths are not permitted.

## Furnishings

Additional Booth furnishings may be rented from GES (refer to the ONLINE ORDER FORM [https://www.enkforms.com/expressform/coterie\\_sept/](https://www.enkforms.com/expressform/coterie_sept/)) or you may bring your own. Only GES-approved accessories may be attached to the GES wall system; unapproved items will be removed at the exhibitor's expense. Each exhibitor is responsible for the safety of any items you bring into the show whether they are owned or rented by your company. You must remain with these items until they are picked up by the company's representative. You must also complete a Bill of Lading, which advises GES that your vendor is scheduled to pick up at the close of the Show (page 37).

## Displays

All Booths must be in keeping with the atmosphere of the Exhibition. To maintain the integrity of the Exhibition, any display deemed unprofessional in appearance, at the sole discretion of ENK, will not be permitted. Any photographs, etc. displayed within or outside your Booth must be professionally rendered and affixed so that they cause no permanent damage to the Booth walls. For example, taping a myriad of advertisements to the interior/exterior of your Booth is not acceptable. Nothing may be posted, tacked, nailed or screwed to the columns, walls, floor or other parts of the Exhibit Facility or Booth. Painting on the premises is strictly prohibited. Should an Exhibitor or their designated contractor cause any damage to the Venue or Booth/furniture it will be the sole responsibility of the Exhibitor to pay the cost of the repair of the damages.

## Papering Your Booth

If you plan to "paper" the walls of your Booth, please note that most tapes are either extremely difficult to remove or cannot be completely removed from the walls. So that you don't incur "wall damage" charges of \$97.55 per panel, use (hook and loop) Velcro to adhere the paper. *Exception to this would be when ENK utilizes hard walls (in that instance tape is not permitted).* It is the Exhibitors responsibility to completely remove all paper and tape/tape residues from the Booth walls. Display paper must be flameproof/flame retardant and you must have a certificate stating it meets all fire safety regulations and also have the affidavit available in your Booth for inspection by the Fire inspector. Any damage to the Booth walls will be invoiced directly to the Exhibitor by GES. If you are having your Booth walls papered and have ordered shelving from GES, whether with your Booth package or as an additional furnishing item, please note:

- GES/ENK are not responsible for damage caused to Booth paper during shelf/rack installation;
- You will incur \$15.85 per shelf, rack or display bar fee from GES to customize the shelf or rack installation around GES paper and \$22.55 around Exhibitors paper. Call GES Customer Service for information.



## Work Rules

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### Setting up and Dismantling

Exhibitors are required to use qualified union personnel to perform various services at the Exhibit Facility. All crates, whether containing exhibit materials or samples, must be "opened" by union personnel. Union labor is required for set-up and dismantling of displays. You may perform any work with regard to the unpacking and placement of your product, as well as the removal and re-packing of your product. Under no circumstances should you become involved in disputes regarding labor to be performed. Refer all questions to GES or ENK. Make sure that all personnel working in your Booth are familiar with these union regulations. Place any labor orders with GES in advance, to help assure that the required work can be done in the most economical fashion. Refer to the Online Order Form for the Exhibitor Supervised Labor form.

### Independent Contractors

Exhibitors using an independent exhibit service firm (other than GES) to unpack, erect, assemble, dismantle & pack displays/equipment, must complete and return the Exhibitor Appointed Contractor form (refer to Online Order Form) – to ENK and GES along with a copy of the independent contractor's insurance certificate by the deadline.

Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor's booth, they will be directed to the GES service desk where union labor will need to be ordered.

### Unions Regulations

**ENK is obligated to convey this information:** NY is not a "right to work" state, which means that all Exhibitors must conform to all union regulations governing the Trade Show Industry.

**ENK is obligated to convey this information:** NY is not a "right to work" state, which means that all Exhibitors must conform to all union regulations governing the Trade Show Industry. **Teamsters, Hilo Operators, Helpers/Checkers are responsible for all freight handling (drayage).** The loading and unloading of all trucks, trailers, cars, vans, including personal and company vehicles, the handling of empty crates, boxes, etc., and any material that arrives or departs with the use of hand trucks, dollies, wagons or any other material handling vehicles fall under the teamster jurisdiction.

**Carpenters are responsible for installing and dismantling all displays.** All uncrating and re-crating, installation of all exhibits, displays, background, all work requiring the use of bolts, screws, nails, fasteners, and tying comes under their jurisdiction. If the labor union notices you installing or dismantling your own Booth they have the right to stop you and have a journeymen finish the job; you will then be billed for labor charges from that point forward. The carpenters also have the right to dismantle any Booth they install. If an Exhibitor dismantles any Booth or exhibit that was installed by union labor, dismantling labor charges will still be charged to that Exhibitor. Displays should be fabricated and built by a contractor that has an agreement with the United Brotherhood of Carpenters and Joiners of America and should bear their stamp.

### Electric Work

Facility electricians install and remove all electrical wiring, load centers, disconnects & distribution panels. Electricians install and dismantle all lighting.

### Tipping

The Exhibit Facility and GES work rules prohibit the solicitation and/or acceptance of tips by any employees. Employees are paid excellent hourly wages denoting a professional status and tipping is not allowed.

### 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, may be required to hire union personnel to work within their Booth. Furthermore, you may 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 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 and Exhibitors with respect to product placement and things of a decorative nature. 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.

# Fire Department & Safety Regulations

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## Aisles

No obstruction may be placed in any aisles, passageways or exits leading to fire extinguishing appliances. **All display cases, counters, tables, chairs, signs; mannequins must be placed within your Exhibit Space, not in the aisle; use the booth walls and floor markings as your boundary guide.**

## Flame Proofing

Any combustible material used as decoration or for scenery such as paper, curtains, skirting, cardboard, foam core or tablecloths must be saturated with a fire-resistant compound approved by the New York City Board of Standard and Appeals in accordance with the New York City Fire Prevention Code C19-161.1. An affidavit must be kept available in your Booth for inspection by the Fire Inspector stating clearly (i) by whom and when such flame proofing was done; (ii) the approximate materials flame proofed and the flame proofing compound used; and (iii) the approximate period of effectiveness of such flame proofing. Out of state affidavits are not acceptable.

Cut flowers, living trees, plants, etc. are permitted provided they are maintained in a healthy condition. Decorative greens containing pitch, straw or hay are prohibited. Artificial flowers, floral decorations, glitter, garland, etc. which are not flame proofed, are prohibited.

The flameproof regulations apply to display decoration and packing materials only; exceptions are made for product and merchandise. Your display is subject to inspection and testing at any time during move-in and the Exhibition days by the Fire Inspector. Should any part of your display not meet Fire Department standards, the item(s) in question must be flame proofed at the Exhibition or removed from the building at the Exhibitor's expense.

## Display Materials

Use only flameproof fabric for display and test them personally to make sure they will not burn. Flame proofing usually lasts from six months to a year after which time the material must be reprocessed. The test used by a Fire Prevention Inspector is to hold a lit match to several different portions of the material. It may char but the flame should go out as soon as the match is removed.

### Several NYC sources of flame retardant display Fabrics are as follows:

- **Rose Brand Textile Fabrics** – 4 Emerson Lane, Secaucus NJ 1-800-223-1624
- **Dazian's** – 423 West 55th Street (between 9th and 10th Avenues), New York City. 212.307.7800

### The following source will flameproof your materials in advance of the Exhibition or at:

Certified Flame Proofing  
17 North Ingelore Court  
Smithtown, NY 11787  
800-590-5530 or 631-265-4824

## Custom Booths

Booths with roofs of any type are not permitted in the exhibit facility.

## Smoking Policy

Smoking is not permitted in the Exhibit Hall, throughout the Exhibit Facility.

## Fire Pull Boxes/ Exit Signs/Fire Hose

All exit signs, fire hoses, fire pull boxes, fire fighting and emergency equipment, etc. must be kept clear and may not be obstructed in any way.

## Electrical Boxes

You may not in any way block access to electrical boxes/closets.

## Motor Vehicle display Regulations

- No more than one gallon of fuel is permitted per vehicle.
- Tanks cannot be refueled or emptied inside the Facility.
- Fuel tanks must be equipped with a locking gas cap.
- Battery cables must be disconnected and the ends taped.
- During non-show hours, vehicles must be locked.
- A properly tagged set of keys to each vehicle must be left with security prior to display.
- No repairs or alterations may be made on vehicles within the facility.
- Fire extinguishers, in appropriate numbers and classifications, must be provided by the exhibitor.
- Vehicles displayed in-house must have floor covering installed beneath the motor.

## Security Information

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### Exhibition 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.

Be advised that workers and Exhibitors will be working beyond the scheduled move-in hours. And, between 7am and 7pm on Exhibition days (6am the first Show day), workers, Exhibitors and any Retailers who have scheduled early/late appointments will be walking around the Exhibit Hall. For this specific reason, we strongly advise that you lock up all your merchandise when leaving your Booth at night. ENK provides a complimentary Secured Storage Room within the exhibit facility for that purpose. To assure maximum security for open exhibits and merchandise, after-hours work or entertainment will not be permitted in Exhibit Booths.

### Private Guard Service

Pre-show, you may hire a private guard through Citadel Security, ENK's exclusive security company, at 718.948.3658. Refer to the Online Order Form for the Private Guard form. **Security guards requested at show site cannot be guaranteed.**

### Secured Storage Room

ENK's Secured Storage area(s) will be open **beginning with the first move-in day (see Exhibition Schedule for details).** Exhibitors may place their merchandise in this area at no charge. All merchandise placed in the Secured Storage Room must be removed within 15 minutes of the show closing on the last day.

All materials checked into the Secured Storage Room must be secured in a box, suitcase, garment bag, etc. Loose merchandise will not be accepted. Security will log the number of boxes, suitcases, etc. you check into the Secured Storage Room; they will not count the merchandise within the box, suitcase, etc. Upon retrieving your merchandise the following day, you will be asked to sign for your boxes/garment bags. The Secured Storage Room will have a guard stationed outside the room on a 24-hour basis. The Secured Storage Room is not large enough to accept empty suitcases, boxes, crates, etc. These must be stored in GES' empty storage by placing an "empty" label sticker on each item with your booth number clearly written on the label.

### Security Precautions

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 a larger one to reduce possible loss.
- Do not leave your Booth or merchandise unattended during move-in/out or Exhibition days.
- 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 8:00pm the last show day.**

## Shipping Addresses

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**To GES' Warehouse**

See page 25 for  
associated fees

**Insert Exhibiting Collection Name**

**Insert Show Name & your booth # \_\_\_\_\_**

c/o GES

125 North Street

Teterboro, NJ 07608

**Warehouse Deadline**

**Must arrive on or before August 30, 2013**

Shipments received at GES' warehouse after the deadline may be accepted; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after the deadline (see page 4 for schedule).

GES' warehouse is open Monday-Friday (except holidays) from 8:30 to 4:30pm

**To the Show****Javits Center**

**Insert your Exhibiting Collection Name**

**Insert Show & Booth #**

SHOW NAME

C/o GES Javits Center

655 West 34th Street

**New York City, NY 10001**

**Show Deadline**

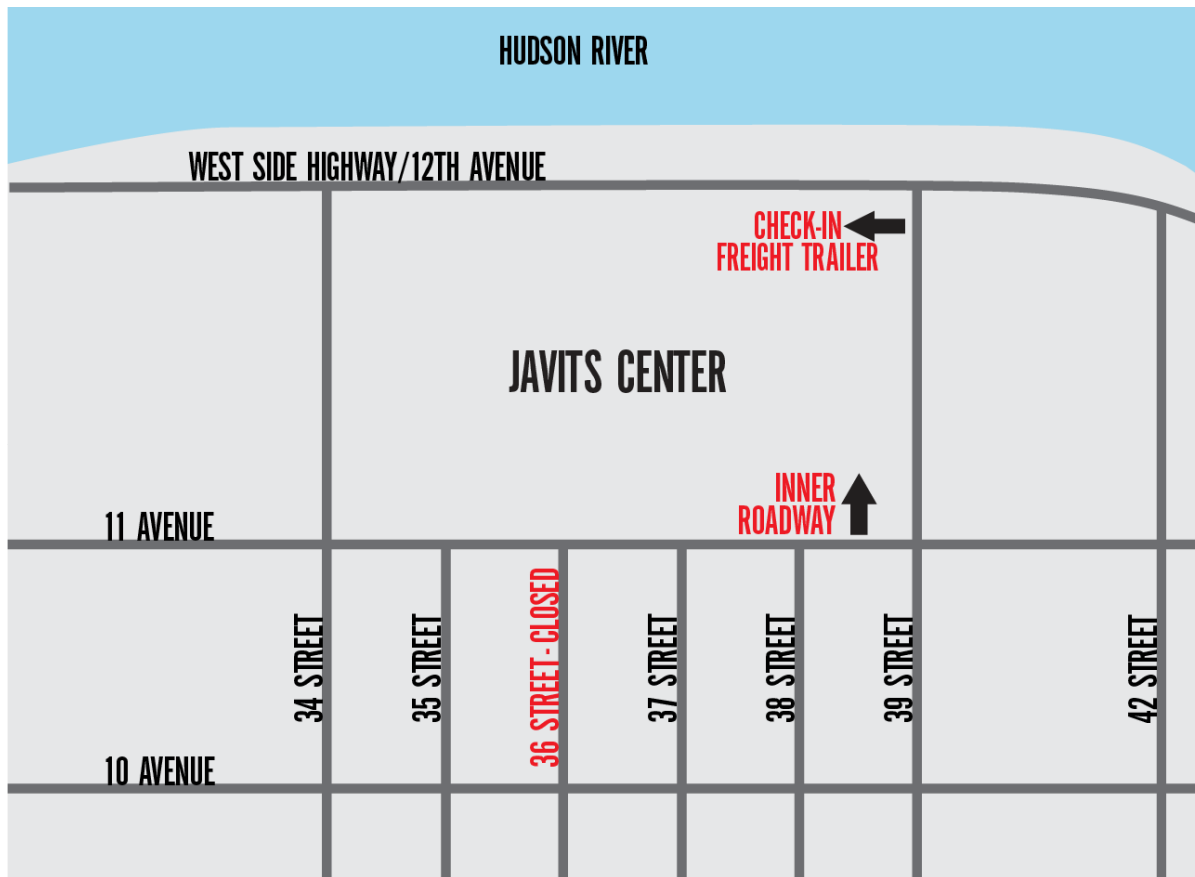
Shipments will only be accepted during official move-in days/times:

**September 15, 8:00am-4:30pm**

**September 16, 8:00am-4:30pm**

Vehicles must arrive at least 30 minutes before end of move-in time in order to be unloaded.

## Map of Unloading/Loading Areas



## Shipping Information

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### GES Logistics

Receive 20% off your Inbound shipment when you ship with GES round trip for an ENK show. Refer to page 30 for information.

### 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 workers will remove all boxes/crates with empty stickers from the venue and they cannot be returned until hours after the close of the Show.

### Freight Handling

GES is the official drayage (freight handling) contractor with responsibility for unloading, delivering, storing of empty boxes/crates, re-loading and processing of all Exhibitors' shipments. GES will manage the loading areas to assure an efficient move-in and move-out process. All freight handling at the Show will be on a first-come, first-serve basis.

### Fees

ENK has paid for the first 500 lbs. of freight handling charges within the exhibit facility. The below rates include unloading your vehicle at the Exhibition, delivering boxes to your Booth, storing empty boxes (with proper empty labels affixed, available at the GES Service Desk), returning empty boxes to your Booth at the close of the Exhibition and re-loading into your vehicle. Do not send merchandise/samples to GES' warehouse. These valuable items should be sent directly to the Show to coincide with your arrival at the Exhibition.

	<u>Show Site Shipments</u>	<u>Warehouse Shipments</u>
0-500 lbs.	Included in ENK Booth package	\$60.60/100 lbs. (\$182 minimum)
501-2000 lbs.	\$43.25/100 lbs. (\$130 minimum)	\$60.60/100 lbs. (\$182 minimum)
2001 and up	\$32.45/100 lbs.	\$45.45/100 lbs.

### Empty Box/Crate Storage

Fire Department regulations mandate that empty storage be limited to designated areas. As part of the material handling service, GES will store your empty containers 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, 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 will pick them up throughout move-in. Empty Storage is not a secured area. DO NOT place samples, merchandise, tools, furniture, display materials, etc. in empty storage, even though they may be in a box/crate. It's your responsibility not to store anything in the containers you give to GES. It will take GES many hours to return all boxes/crates from empty storage after the close of the Show on the last day.

### Shipping

(See pages 19 for the shipping addresses.)

#### **You may ship your freight to the Exhibition in various ways:**

- **Advance to GES' warehouse** (will be in your booth before you move-in)
- **Direct to Show site via the carrier of your choice** (could be a 1-6 hour wait time)
- **Direct to Show Site in your own vehicle** (trucks must unload at the dock; cars/vans under 10' may unload at the front of the facility)

All shipments must be sent prepaid. C.O.D. shipments will not be accepted either at the Exhibition or GES' warehouse. When packing your boxes for shipment, never list the contents on the outside of the boxes. A suggestion is to number the boxes 1 out of 10, for example, and keep an inventory of each box. This will help you determine the contents of each box when you are unpacking. **Be sure your personnel at the Exhibition have copies of all shipping papers and an inventory of materials sent.** Clearly label all shipping containers with the return and destination address and Booth number.

### International Shipments

Merchandise imported into the U.S. requires Customs House Clearance before being released from any U.S. port/airport. Foreign Exhibitors' freight is entered into the U.S. under "Temporary Trade Fair Status" and is, therefore, considered by Customs to be "in bond." U.S. Customs regulations state, freight entered under trade fair status cannot be removed from the bonded facility unless for exportation, destruction, or for permanent U.S. entry.

### UPS (United Parcel Service) and FedEx Shipments

UPS and FedEx delivery vehicles, more often than not, arrive at the exhibit facility with several hundred exhibitor packages, requiring on-site sorting. It is an imperfect process that is time consuming and a significant task of sorting and delivering these shipments. For this and other reasons, either of these services carries some risk of late delivery. On opening morning, neither service can guarantee delivery by show opening. UPS will not hold freight at its local terminal, does not guarantee delivery of packages in time for an Exhibition opening, nor do they give you an exact delivery date. UPS does not manifest its shipments; each piece of freight must be individually logged when they arrive at the Show, which will delay delivery of your shipment to your Booth. UPS drivers more often than not are not always willing to wait their turn on the freight line. They unload their truck without allowing GES to inventory the shipment; hence the UPS system can show a package delivered but in fact it has not. They do not deliver on weekends.



## Shipping Direct to the Exhibition

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### Crated Freight

In order to accommodate the amount of freight shipped to the Show, ENK/GES will be scheduling the freight delivery. Complete and return the Freight Delivery form on page 3 of this GuideBook. Failure to complete that form will result in delayed receipt of freight at your Booth.

### Non-Crated Freight

You may ship exhibit materials directly to the Exhibit Facility to be received the first move-in day (see page 4 for details). Shipments arriving before the scheduled move-in will be turned away since ENK/GES do not have access to the Exhibit Facility and the Facility does not have storage space. Refer to the shipping address below. We urge you to have a representative in your Booth when your materials arrive. Shipments will be placed in the Booths whether or not an Exhibitor is present. GES/ENK cannot take responsibility once they deliver your materials to your Booth. GES will unload your vehicle *on a first-come, first-serve basis* during move-in. These workers are experienced with general freight and are not familiar with delicate merchandise. It is your responsibility to properly pack your materials and to supervise their safe unloading.

0-500 lbs.	Included in ENK Booth Package (show-site shipments only)
501-2000 lbs.	\$43.25/100 lbs. (\$130 minimum)
2001 lbs. and up	\$32.45/100 lbs.

Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.

### UPS, FedEx & DHL

UPS, FedEx & DHL may be accepted on scheduled move-in days only and will be placed in Storage. Packages must be claimed by the exhibitor. Packages remaining after 3pm on the last move in day will be delivered to the exhibitors Booth, whether or not a representative is present.

### Truck Unloading

All trucks that need a forklift to unload must be unloaded at the designated freight dock. 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 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 "bay" and freight crew.
- Trucks will be unloaded on a first-come/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.

### Car & Van Unloading

Passenger cars and vans may be unloaded at the front entrance of the Facility. A Citadel/GES representative will direct you to the next available unloading area. Park your vehicle as close to the vehicle next to you as possible; this will allow for the maximum amount of vehicles to unload simultaneously. Exhibitors with small loads may unload their own vehicle with their own dollies. (Facility/GES dollies may be used by the Facility/GES labor only and are not for Exhibitor's use.) Forklift service is not available in this area. If you need assistance unloading your vehicle, please check-in at the GES Porter desk at the entrance to the Show (service is on a first-come/serve basis). You must have two people with each vehicle to unload in this area: one to stay with the vehicle and one to bring the merchandise into your Booth. If you are being dropped off by taxi, limo, etc. you do not need to have two people to unload. All vehicles must be moved immediately after unloading to allow for other Exhibitors.

## Advance Shipping to GES' Warehouse

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Shipments sent to the GES warehouse are typically unloaded first; hence avoiding long wait time during move-in. Fees apply

### Advance Shipments to GES' Warehouse

GES will receive display shipments only (do not send merchandise or samples) at their warehouse Monday through Friday from 8:30am to 4:30pm (except holidays). See page 4 for appropriate dates. Shipments received at GES' warehouse after the deadline may be accepted; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after deadline specified on page 4.

- GES will store display shipments until move-in.
- GES will deliver your shipment to your Booth so that it is there when you arrive on the first move-in day.
- To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. ENK/GES cannot be responsible for your shipment once it is delivered to your Booth.

All valuables, such as merchandise/samples, should be shipped directly to Show site to coincide with your arrival. If you're unsure if your arrival will coincide with your sample shipment, please have the shipment delivered to the ENK Secured Storage Room at the Show so you can pick it up when you get to the show. Shipments of loose "un-boxed" materials, such as furnishings, foam core, etc., will not be accepted at the warehouse. These materials must be sent directly to the Exhibition on the scheduled move-in day.

### Rates

0 - 2000 lbs.	\$60.60/100 lbs. (\$182.00 minimum)
2001 lbs. and up	\$45.45/100 lbs.

Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.

To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. GES/ENK cannot be responsible for your shipment once it is delivered to your Booth.

## Shipping from the Exhibition

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**The following move-out information is for your early planning. During move-out, everyone will be trying to exit the Show at the same time. Your patience, cooperation and courtesy to your neighbors will make move-out a smooth process.**

### General Information

- Some Exhibitors may still be working with their Buyers beyond the close of the Show. When you begin dismantling your Booth, please be considerate of your neighbors who may still be conducting business.
- The Booth lights/electricity will remain on until all Buyers have left the Exhibit Hall or until 30 minutes after the close of the Show.
- All merchandise must be removed from the Secured Storage Room 15 minutes after the close of the Show.
- GES will begin returning Exhibitors' cartons, boxes, etc. that were placed in empty storage once the aisle carpet is removed. Since there will be many boxes to return from numerous areas it will take some time before all materials are returned to your Booth. (Not all empties will be returned at the same time.) Please be patient. This process can take 6-8 hours to complete.
- When possible, keep boxes, cartons, etc. within your Booth space to keep the aisle as clear as possible to facilitate a smooth move-out.
- UPS, FedEx, etc. do not typically pick up at the close of Exhibitions. If you need to ship via UPS or FedEx you will need to bring your packages to their local facility. However, GES does offer shipping services from the show Exhibitor Service Center.

### Exhibitor Responsibility

- All merchandise, samples, etc. must be removed from the exhibit facility by 8:00pm on the last show day.
- Carefully pack your exhibit materials and merchandise. Pay close attention so you do not leave anything behind.
- Exhibitors must prepare the proper documents for the shipment of their merchandise, such as a Material Handling form. The Material Handling form tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. These forms, which will be available from the GES Service Desk, must be submitted to GES prior to leaving the exhibit facility.
- Please be sure that all shipping information and a form of payment are in the hands of all persons who will be breaking down your Booth.
- The GES movers are experienced with general freight and are not familiar with delicate merchandise. **It is your responsibility to supervise the safe loading and unloading of your merchandise.**
- **Do not leave your boxes/crates, etc. unattended at any time during move-out. Exhibitors are urged to remain with their shipment until your carrier picks it up, no matter what anyone tells you.**
- All Exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. ENK recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. ENK, GES, the exhibit facility and Citadel are not responsible for Exhibitors materials.

### Shipping

**Exhibitors may select the shipping method of their choice.**

- GES Logistics, which offers a variety of shipping options, will be at the Service Desk.
- Schedule your own car, van, truck or messenger service.
- If your shipment is not picked up by the scheduled move-out time, it will be "forced" by GES on to the next available carrier at the Exhibitor's expense. If you have an unpaid balance with GES, your shipment will be brought to the GES warehouse and not released until GES fees are paid in full. In addition to shipping charges for forcing the freight you may also incur storage fees.

### Trucks & Commercial Vans

Exhibitors that will be using the freight dock must complete a Bill of Lading (page 37). This form tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. The Bill of Lading can be picked up from the GES Service Desk once your account with them has been paid.

## **Trucks & Commercial Vans, cont'd**

When your truck arrives at the freight area, GES will pick-up your exhibit materials from your Booth (you or someone you designate should remain with your materials until they are picked up by GES) and load them onto the truck. ENK has hired movers to assist Exhibitors at no charge (up to 500 lbs.). ***If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" by GES on to the next available carrier at your expense.***

## **Forklift Service**

- **All truck drivers must check-in with the GES Freight Trailer immediately upon arriving at the Exhibit Facility (not before 3pm on the last Show day).**
- Exhibitors must bring their completed material handling form to the GES Service Desk when they are packed and ready to go. This form tells both GES and the truck driver that you are packed and ready to be loaded onto their truck.
- Once the GES Service Desk personnel has the completed material handling form, the driver will be given all necessary paperwork and a vehicle pass to enter the freight area.
- 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 loading area.
- Once the vehicle is in the loading area, there still will be wait time for an available "bay" and freight crew.
- Trucks will be loaded on a first-come/serve basis, which is based on the time the exhibitor turns in their material handling form at the GES Service Desk, the time the driver checks in at the GES Freight Desk and space availability for that size vehicle; hence there will be wait time to be loaded.
- Once vehicles enter the loading area, they will not be permitted to just park; the driver must remain with the vehicle as it is being "loaded". If your shipment is not ready to be "loaded" when your driver arrives, the vehicle cannot remain in the loading area; the driver will need to circle around and re-enter the loading area.
- If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" on to the next available carrier at your expense.

## **Private Car/Vans**

### **Need assistance:**

- Once you are packed and ready to go, sign-in at the GES' Porter.
- ENK has hired Movers to help Exhibitors beginning at the close of the show on the last day on a first-come/serve basis.
- Bring your vehicle to the designated loading area (trucks and vans larger than a Ford Econoline are not permitted in this area).
- Do not leave your merchandise unattended.
- The Movers will load your materials into your vehicle at no cost to you on a first-come, first-serve basis.

### **Going it alone:**

- Feel free to pack up and load your materials into your own car or mini-van, which can be brought into the loading area when you are packed.
- The same Move-In parking procedures apply during Move-Out.
- Vehicles cannot be left unattended.
- There is a strict time limit to load in this area, which is enforced by the venue.

## **Overnight Shipments**

ENK will have a service to expedite overnight shipments from the Show. Please see the customer service personnel at the Service Desk for information.

All Exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. ENK recommends that Exhibitors remain with their shipment until the carrier of your choice picks it up. ENK, GES and Citadel are not responsible for Exhibitors materials.

## Transportation and Hotel

**Hotel** ENK has partnered with Travel Planners so that you can receive the lowest rates available. For information and reservations, contact them at 800.221.3531 or 212.532.1660 or [www.enktravel.com](http://www.enktravel.com).

**Skyline Car Service** ENK will have a dispatcher from **Skyline** at the Show to provide private transportation during the Exhibition and move-out. Skyline has a very large fleet of Town Cars; non-smoking cars are available upon request. To pre-arrange an account **Skyline**, please complete the credit application (please view Online Order Form), and mail or fax it them directly.

**Shuttle Service** Shuttle Service will run on Show days from 8am to 7pm (until 6pm on the last Show day). The buses are scheduled as follows: every 30 minutes from 8am-3pm, 15-20 minutes after 3pm, from the beginning of each route (see list below). It will take approximately 5-10 minutes between each stop. *(Pick-up times will vary slightly due to traffic conditions.)*

<b>Route 1</b>	<b>Penn Station</b> On 8 <sup>th</sup> Avenue at 31 <sup>st</sup> Street, Southeast corner	<b>Port Authority</b> On 8th Avenue and 42nd 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 51 <sup>st</sup> and 52 <sup>nd</sup> Streets

**Neighborhood Parking** The Javits Center complex will be busy with ENK Exhibitors as well as ship traffic. If you are driving to the Javits Center, you may wish to park in one of the nearby lots. Note: parking costs vary; you should ask the cost before parking.

- **Edison** 451 9th Avenue, between 35th & 36th Street  
412-422 West 33rd @ 9th Avenue
- **Kinney** 150 West 38th Street 6am-12am  
252 West 40th Street 6:30am-11pm
- **Meyers** 230 West 31st Street 24 hours  
551 West 38th Street 7am-6pm
- **Public Parking** 493 10th Avenue @ 38<sup>th</sup> Street 24 hours  
484 10th Avenue, between 37 & 38 Streets 24 hours  
330 10th Avenue @30<sup>th</sup> Street 24 hours  
518 30th Street, between 10th & 11th Avenue 24 hours  
519 9th Avenue @37th Street 24 hours  
475 9th Avenue @37th Street 24 hours  
451 10th Avenue @37<sup>th</sup> Street 24 hours  
550 W 37th Street, between 10th & 11th Avenue 24 hours

## Contractual Regulations

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### **Addendum to**

The rules and regulations promulgated and in effect from time to time governing use and occupancy of the Exhibit Facility are incorporated by this reference herein for all purposes. Without limiting the foregoing it is understood that the Exhibitor shall neither injure nor mar, nor in any manner deface the premises or Exhibit Booths. Exhibitors will not be permitted to drive nails, hooks, tacks, or screws into any part of the building, or put up decorations or adhesives that would deface the building or Exhibit Booth. Also, no signs may be placed on any structure of the building.

Dimensions of all exhibit areas are believed to be accurately stated on the floor plans, but ENK shall have no responsibility for any discrepancies or errors. Facility lighting may not illuminate all areas evenly and effectively, and ENK assumes no responsibility for providing additional lighting. If available, an Exhibitor may order additional lighting at its expense. ENK assumes no responsibility for temperature levels during move-In, the Exhibition or move-out periods. All Exhibit Booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in this ENK GuideBook. It is expressly forbidden for Exhibitors to dismantle or pack any portion of their Exhibit Booth prior to the official closing of the Exhibition. All exhibits, samples and other merchandise must be removed from the Exhibit Facility by Exhibitors by 8:00pm, the last day of the Exhibition.

The Exhibitor agrees that its Exhibit Booth shall be admitted and shall remain from day to day solely on strict compliance with the rules herein and those outlined in this ENK GuideBook. ENK reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor or its representatives, with or without given cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of the Exhibit Booth rental fee at the time of the ejection. If an Exhibitor or an Exhibit Booth is ejected for violation of these rules or for any other reason, no return of rental shall be made.

Distribution of samples & printed matter of any kind, and any promotional material is restricted to the confines of the Exhibit Booth. The Exhibitor shall design and maintain the Exhibit Booth in conformity with the general theme and sense of the Exhibition and shall keep said Exhibit Booth presentable at all times. Signs or advertising devices shall ONLY be displayed within the Exhibit Booths. The Exhibitor shall arrange its Exhibit Booth so as not to be obscure or prejudice adjacent Exhibitors. The Exhibitor hereby agrees to use the qualified Union labor at all times while in the Exhibit Facility & to abide by all agreements made between the Exhibit Facility, the Unions & ENK.

ENK shall require written notification from any Exhibitor using the services of a company other than the official Exhibition contractor. This notification should include the name and address of the contractor, name of the supervisor to be in attendance, a certificate of insurance and a statement that the contractor will comply with all rules and regulations of the Exhibition including observance of local labor rules. This information should be provided to ENK no less than a week in advance of the first day of Move-In. ENK assumes no responsibility for failure of performance by any contractor or subcontractor or their employees, or for their conduct or that of their employees.

Detailed information in the form of Participation/Acceptance Packages, General Memos and this ENK GuideBook will be mailed to Exhibitors who are current according to the stated payment schedule. This ENK GuideBook contains information regarding shipments, labor, electrical services, rental items, Exhibition hours, etc. Order forms for all available services are included and should be returned promptly. ENK shall have sole control over attendance policies at all times.

ENK will employ reputable guards during the course of the Exhibition. The duty of the guards will be to protect the general Exhibition against fire or other catastrophes. Neither ENK, nor the owners or lessors of the Exhibit Facility will assume any responsibility for Exhibitor's personal property. It is required that the Exhibitor insure their property from place of shipment, during Exhibition and for return, covering all risks (including against damage, loss or theft).

No wiring, installation of spotlights or other electrical work shall be done except by the electrical contractor authorized by ENK or the Exhibit Facility.

Federal, State and City laws must be strictly observed. No Exhibitor shall use any flammable decorations or coverings and all fabrics or other material used for decoration or covering of tables or risers shall be flameproofed. No decoration of paper, pine boughs, leafy decorations or tree branches are allowed. Storage of flammable materials in Exhibit Booths or behind the Exhibit Booth back wall is strictly forbidden. The Exhibitor is responsible to abide by City, fire and safety codes which may be in effect. Smoking is prohibited on the Exhibition floor and throughout the Exhibit Facility. Aisle and fire exits cannot be blocked by exhibits.



## **Exhibition Contract**

If an Exhibitor fails to make payments due hereunder on the date or dates specified, ENK may cancel Exhibitor's Participation Contract or change such Exhibitor's Booth assignment at ENK's sole discretion and without further notice. ENK shall be entitled to close such Exhibitor's Booth at any time for failure of such Exhibitor or any of its officers, agents, employees or other representatives to perform, observe and comply with any term or condition set forth herein or as stipulated in this ENK GuideBook. In such event ENK may immediately remove the Exhibitor's display at the Exhibitor's expense if the Exhibitor fails to do so, and ENK may rent the space to others. The Exhibitor shall not be entitled to a refund of any part of any fee should he for any reason be unable to exhibit at the Exhibition and shall, in all such instances, remain liable hereunder in all respects (including without limitation for the unpaid balance of Participation and Exhibit Space fees.)

Exhibitors must comply with all laws, rules, regulations and ordinances in force.

Exhibitor agrees and warrants that it shall not violate any copyrights, with respect to writings, music or otherwise, at the Exhibition or at any function which is part of, affiliated with or held in conjunction with the Exhibition, and the Exhibitor assumes sole liability and responsibility for its use or display of any copyrighted materials at the Exhibition and shall obtain any and all necessary licenses from copyright owners. Exhibitor shall indemnify and hold harmless Exhibit Facility, ENK (and any association owner or sponsor), their officers, directors, agents and employees, from and against any and all actions, cause of action, claims, demands, liabilities, losses, damages, costs or expense, of whatever nature, including judgments, interest and attorney's fees which any one and/or each of them shall or may at any time, or from time to time, subsequent to the date of the Exhibition, sustain, or incur, or become subject to involving with respect to or relating to Exhibitor's breach of any of its warranties and representatives contained herein or the performance, transmission or other use of any copyrighted materials in the Exhibition or any function which is part of or affiliated with or taking place at the time of or in conjunction with the Exhibition.

The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside of the Exhibit Booth. Any photos, products or other materials that could be found objectionable by the general public may not be openly displayed in Exhibit Booth. Exhibitors are prohibited from taking any type of photograph or videotape of the Exhibition or any other Exhibit Booth/Product without the consent of ENK. Unauthorized use of photography equipment or videotape equipment may be subject to confiscation by ENK.

The aisles, passage ways, space behind Exhibit Booths, and overhead spaces remain strictly under the control of ENK and no signs, decorations, banners, advertising matter, products, trash or other special exhibits will be permitted outside the confines of an Exhibit Booth except by special written permission of ENK. Uniform attendants, models and other employees must remain within the Exhibit Booths occupied by their employers. Any and all advertising distribution must be made from the Exhibit Booth.

ENK and Exhibitor agree that any dispute arising out of the Participation Contract shall be governed by the laws of the State of New York, and in any suit arising therefrom the Exhibitor hereby agrees to submit itself to the jurisdiction of such courts of the State of New York, and that venue for any such suit shall be in New York.

The Participation Contract and this ENK GuideBook contain the entire agreement of the parties hereto with respect to the matters embraced herein and may not be modified, discharged or terminated except by a written instrument signed by the party to be charged. The interpretation of this provision of the Exhibition Contract, relevant building regulations and this ENK GuideBook as the same may be in effect from time to time, is reserved solely to ENK, whose interpretations shall be binding, final and conclusive in all respects. Nothing in this provision however, shall preclude ENK from adopting additional rules and regulations orally or in writing as provided herein.

## GES Payment Policies

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<b>Payment for Services</b>	GES requires payment in full at the time services are ordered. Orders will not be processed unless a credit card authorization, check or wire transfer accompanies your order. You will not receive an order confirmation until the order is paid in full. If your choice of payment is check or wire transfer for your initial order, it is strongly suggested to apply a credit card to your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.								
<b>Discount Prices</b>	To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).								
<b>Method of Payment</b>	GES Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.								
<b>Third Party Billing</b>	Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form on pages 32.								
<b>Tax Exempt</b>	If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.								
<b>Adjustments &amp; Cancellations</b>	No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES setup costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.								
<b>Wire Transfer Information</b>	<p><b>Bank wire transfer payment information:</b> <b>Beneficiary: Global Experience Specialists</b></p> <table><tbody><tr><td>c/o Bank of America</td><td><b>Account #:</b> 7188-1-01819</td></tr><tr><td>901 Main Street</td><td><b>ABA Routing #:</b> 0260-0959-3</td></tr><tr><td>Dallas, TX 75202-3714</td><td><b>SWIFT Address:</b> BOFAUS3N</td></tr><tr><td>Telephone: 1-800-657-9533 ext. 59248</td><td><b>CHIPS Address:</b> 0959</td></tr></tbody></table> <p><b>If requested, the following is the physical address for routing identifiers:</b> Bank of America, Wire Transfer-Customer Services 200 Clayton Road, Concord, CA 94520 US</p>	c/o Bank of America	<b>Account #:</b> 7188-1-01819	901 Main Street	<b>ABA Routing #:</b> 0260-0959-3	Dallas, TX 75202-3714	<b>SWIFT Address:</b> BOFAUS3N	Telephone: 1-800-657-9533 ext. 59248	<b>CHIPS Address:</b> 0959
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Dallas, TX 75202-3714	<b>SWIFT Address:</b> BOFAUS3N								
Telephone: 1-800-657-9533 ext. 59248	<b>CHIPS Address:</b> 0959								
<b>To Properly Credit Your Account</b>	<p>Send the following information to the GES address listed on the order forms:</p> <ul style="list-style-type: none"><li>▪ Exhibiting Collection Name, show name, show facility, and booth number</li><li>▪ date and amount of wire transfer</li><li>▪ bank and country where transfer originated</li><li>▪ Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer; however, we require your credit card charge authorization to be on file with GES.</li><li>▪ You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.</li><li>▪ For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.</li></ul>								
<b>Questions</b>	If you have any questions regarding our payment policy, please call GES at 800.801.0554 or 201.375.9191 or visit the GES Servicer® at the show.								

# GES Terms and Conditions

## I. Definitions

**GES:** GES Global Experience Specialists, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

**Agents:** GES' agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting Services from GES.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation. **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services. **Cold Storage:** Holding of Goods in a climate controlled area. **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows. **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services. **Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

**Un-Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability. **By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

## III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms:** All charges are due before services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

## IV. Mutual Obligations Indemnification

**Customer to GES:** Except to the extent of GES' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show organizer.

## V.

**No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

## VI. GES Liability for Loss or Damage to Goods

**Negligence standard:** GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

**Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

**Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show organizer with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## Empty Storage

GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

## Forced Freight

GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show organizer pursuant to the venue's lease with show organizer. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

<b>Concealed Damage</b>	GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.
<b>Unattended Booth</b>	GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
<b>Measure of damage</b>	GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$.50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.
<b>No Insurance</b>	GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.
<b>Notice of loss or damage</b>	In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.
<b>Filing of claim</b>	Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below. Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show. Claims for Goods alleged to be lost or damaged <b>during transit</b> must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss. Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declination of any part of a claim.
<b>VII. Jurisdiction, Choice of forum.</b>	This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.
<b>VIII. Advanced Warehousing, Temporary Storage, Long Term Storage.</b>	All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods: The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

## GES Material Handling (Drayage) Rates

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### Shipments to GES' Warehouse

**Deadline Dates** Freight shipped to the GES warehouse and/or with GES Logistics is unloaded first. Exhibitors may ship crated, boxed or skidded display materials in advance of the Exhibition to GES' warehouse with no surcharge until August 30. Shipments must be pre-paid. Collect shipments will not be accepted. GES will accept shipments 8:30am to 4:30pm, Monday through Friday only (except holidays). **Exhibitors may ship directly to the warehouse until September 12; there will be a 25% surcharge to the existing freight handling fees for shipments received after August 30.**

ENK does not recommend that you send merchandise and/or samples to GES' warehouse. These valuable items should be sent directly to the exhibit facility to coincide with your arrival.

**Rates**

0-2000 lbs.	\$60.60/100 lbs. (\$182.00 minimum)
2001 lbs. and up	\$45.45/100 lbs.

The price includes receiving materials at GES' warehouse and delivery to your Booth on the first Move-In day. To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. Your shipment will be placed in your Booth whether or not a company representative is present. GES/ENK cannot be responsible for your shipment once it is delivered to your Booth.

**Warehouse** Shipments sent to the GES warehouse must be addressed as follows:

**Address**

**Insert Exhibiting Collection Name**  
**Insert Show Name and your booth #** \_\_\_\_\_  
c/o GES Global Experience Specialists  
125 North Street  
Teterboro, NJ 07608

**Must arrive on or before September 12**

### Shipments Directly to the Exhibition Facility

**Deadline Dates** Exhibitors may ship their exhibit materials directly to the **exhibition facility** to coincide with the move-in day/time associated with their booth number. (Refer to the schedule on page 4.) Vehicles to be off-loaded must arrive by 30 minutes prior to the close of move-in. Since GES/ENK do not have access to the Exhibit Facility prior to those dates and the facility does not have storage space, shipments arriving before that date will be turned away.

**Rates**

0-500 lbs.	No charge (show-site shipments only)
501-2000 lbs.	\$43.25/100 lbs. (\$130.00 minimum)
2001 lbs. and up	\$32.45/100 lbs.

Rates include the following services: unloading your vehicle at the Exhibition, delivering to your Booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your Booth at the close of the Exhibition and re-loading them into your vehicle.

**Scheduled Freight** ENK/GES will be scheduling the inbound crated freight. Complete and return the **Freight Delivery** form on page 3. GES will give you a specific date and time for your Booth freight to be delivered. Please note the timeframe GES gives you to have your truck unloaded will be based on where your booth is located within the Show. Please also note that it will be a range, not an exact appointment, and there will always be wait time before the vehicle is unloaded. Actual merchandise can only be delivered when your staff is there to receive/secure it.

**Show Site shipping address**

**Insert your Exhibiting Collection Name**  
**(Name on booth sign)**  
**Insert Show & Booth #**  
GES  
Javits Center  
655 West 34th Street  
New York City 10001

Shipments will only be accepted during official move-in days/times. See page 4 for schedule.

## GES Inbound Shipping

When you ship with GES Logistics to/from an ENK Show (round trip) you will receive **20% off your inbound shipment (within the USA only)**. Please complete this form and forward it to GES for price estimate.

### Pick-up Info

Company Name		Booth Number
Street	City	State Zip Code
Pick-up Contact Name (please print)	Telephone	Fax
<b>Pick-up Date</b>	<b>Shipping/Receiving Hours (4 hr. window required)</b>	
<b>Special Instructions (additional charges may apply)</b>		

### Delivery Info (ENK Show)

Company Name		Booth Number
Street	City	State Zip Code
Pick-up Contact Name (please print)	Telephone	Fax
<b>Pick-up Date</b>	<b>Shipping/Receiving Hours (4 hr. window required)</b>	
<b>Special Instructions (additional charges may apply)</b>		

### Shipping Method

☐ **LTL** (less than truck load) ☐ **Truck Load** ☐ **Next Day** ☐ **2nd Day** ☐ **Deferred**

All shipments are subject to applicable surcharges. For Next Day and 2nd Day shipments, the greater of dim weight or actual weight will apply.

### Weight & Dimensions

# of Pieces	Dimensions in Inches			Estimated Weight	Total Declared Value
	Length	Width	Height		
					\$
					\$
					\$
					\$
					\$
					\$
<b>TOTAL</b>					

I agree in placing this order that I have accepted GES Payment Policy and GES Terms and Conditions of Contract. Received, subject to the individually determined rates or contracts that have been agreed upon in writing between GES and Shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; By signing this order form, shipper agrees to be bound by all its terms and conditions.

### Exhibitor

Exhibiting Collection Name (name on booth sign)	Booth Number
Print Name	Authorized Signature

### Return to:

**Global Experience Specialist**  
7000 Lindell Road, Las Vegas NV 89118-4702  
Tel: 800.801.0554, 201.375.9191  
Fax: 866.329.1437 (USA) 702.294.8643 (Intl)



## GES Outbound Shipping

**Order Deadline: 8/30/13**

Complete form and return this form to the GES Service desk at show site by 5pm on Show Day 2; GES will deliver to your booth pre-printed outbound shipping labels.

### From:

Exhibiting Collection Name (name on booth sign)		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

### Destination 1:

#### Number of Labels Requested:

#### Shipping Method

☐ LTL (less than truck load) ☐ Truck Load ☐ Next Day ☐ 2nd Day ☐ Deferred

Company Name		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

#### Special Instructions

### Destination 2:

#### Number of Labels Requested:

#### Shipping Method

☐ LTL (less than truck load) ☐ Truck Load ☐ Next Day ☐ 2n Day ☐ Deferred

Company Name		Booth Number
Street		
City	State	Zip Code
Telephone Number		Fax Number
Purchase Order Number		E.Mail Address

#### Special Instructions

#### Exhibitor Info

**Show Site Contact**

**Show Site Cell Phone Number**

All orders are governed by the GES Payment Policy and GES Terms and Conditions of Contract.

### Return to:

GES Global Experience Specialists OR GES Show Site Service Desk  
Fax: 866.329.143 (USA) 702.294.8643 (Intl)

## SHIPMENT TO GES WAREHOUSE

**TO:**

Full Exhibiting Company Name at Show

Show Name

Booth Number

**C/O:**

GES  
125 North Street  
Teterboro, NJ 07608

## SHIPMENT TO Javits

**TO:**

Full Exhibiting Company Name at Show

Name of Show

Booth Number

**C/O:**


GES  
The Javits Center  
655 West 34th Street  
New York City, NY 10001

# Bill of Lading (BOL) Sample

At the break of the show, you must fully and accurately complete the GES Bill of Lading (BOL) as shown below. This is a requirement for ALL freight that is not being hand-carried out of the facility through the front door. Significant shipping delays, additional costs and potential loss of shipment may result from inaccurate or incomplete Bills of Lading.

If the address you are shipping to has a specific building name other than the company name you are shipping to, you must note that on the BOL. It is also important to note a floor, suite etc. If you are unsure how to complete the BOL, ask a GES representative at the GES freight desk for assistance.

- Step 1** Contact your freight carrier prior to the close of the show to schedule a pick-up at the show. Your driver needs to check in at the GES freight desk upon arrival. If you do not have freight carrier, GES Logistics can handle your shipping needs.
- Step 2** After your empty containers have been returned, pack and labeled your freight for shipping.
- Step 3** Complete the entire GES BOL as shown below.
- Step 4** Bring the completed BOL to the GES Service Desk.
- Step 5** If your freight carrier driver has checked in at the GES freight desk at show site, GES will then contact the driver once GES has the completed BOL.
- Step 6** Return to your booth. Do not leave until all of your freight has been removed by the authorized union personnel.

<b>FOR GES USE ONLY</b> LOGISTICS ROUTING JOB# _____ CUSTOMER# _____ CC ON FILE <input type="checkbox"/> RECEIVED (DATE/TIME/NAME) _____			<b>GES FORM #1087 Rev. (07/06)</b> <b>DRIVER AFFIX PRO NUMBER LABEL HERE</b>
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PRESS HARD - YOU ARE MAKING 5 COPIES  
ORDER FORM FOR MATERIAL HANDLING SERVICES  
STRAIGHT BILL OF LADING - NOT NEGOTIABLE

**INSTRUCTIONS:** MUST BE LEGIBLY PRINTED IN INK. COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO GES SERVICENTER™ WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

<b>FROM:</b> Exhibiting Company Name <u>YOUR COMPANY</u> Shipping Location/Exhibit Facility <u>CURRENT SHOW LOCATION</u> City _____ Booth No. <u>YOUR BOOTH #</u> Name of Event <u>CURRENT SHOW YOU'RE ATTENDING</u> State _____ Zip _____ Date Prepared _____					
NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 OR MORE					
<b>TO:</b> Consigned to (Ship to) <u>ABC COMPANY</u> Booth No. <u>TO YOUR NEXT SHOW</u> Destination (Street Address) <u>1234 ANYWHERE ST.</u> City <u>ANY CITY</u> State <u>ANY STATE</u> Zip <u>12345</u> Attention <u>JOHN DOE</u> Name of Event <u>EVENT SHIPMENT IS GOING TO, IF APPLICABLE</u>					
<b>SHIP VIA:</b> <input checked="" type="checkbox"/> GES Logistics <input type="checkbox"/> Other Carrier <input type="checkbox"/> Exhibitors Vehicle <input type="checkbox"/> Residential <input type="checkbox"/> Inside Delivery MODE: <input type="checkbox"/> Ground <input type="checkbox"/> Air <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <input type="checkbox"/> Vanline <input type="checkbox"/> International <input type="checkbox"/> Other _____					
<b>HAZARDOUS MATERIALS CONTACT NUMBER ( )</b> <small>Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations</small>					
<b>CHECKER</b>	<b>H/M</b>	<b>PIECES</b>	<b>DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS</b>	<b>WEIGHT</b> <small>(Lbs. &amp; Ozs.)</small>	<b>FOR GES USE ONLY</b>
			Crates (wooden) Exhibition Material KD		
			Cartons (Cardboard)		
			Fiber Cases/Trunks		
			Skids/Pallets		
			Carpets (Color)		
			Padded Display		
			Machines		
			Miscellaneous (need description)		
			<b>TOTAL</b>		
Approximate weight of your shipment -->					

<b>BILL FREIGHT CHARGES TO:</b> Company Name <u>Your Company on File</u> Attention _____ Permanent Address of Company: Street <u>Your Address on file w/ GES</u> State _____ Zip _____ City <u>Your City</u> Telephone No. ( ) _____ Fax No. ( ) _____		<b>EXCEPTION INFO</b> CAUSE _____ ACTION _____ DATE/TIME _____ NAME _____
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**IN THE EVENT SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, GES IS AUTHORIZED TO:**  
☒ (1) Use GES Logistics or carrier of GES choice to provide transportation and charge credit card, or invoice according to GES payment policy.  
☐ (2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to GES payment policy.  
(FAILURE TO SELECT ONE OF THE ABOVE OPTIONS WILL RESULT IN ROUTING AT GES DISCRETION)

**NOTE 1: STOP! YOU MUST READ THE BACK OF THIS FORM BEFORE GOING ANY FURTHER...**  
I HAVE READ THE TERMS AND CONDITIONS SET FORTH ON THE BACK OF THIS FORM AND I UNDERSTAND THE CONTENTS THEREOF.  
I HAVE THE AUTHORITY TO BIND THE ABOVE-REFERENCED EXHIBITING COMPANY, WHICH HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH ON BOTH SIDES OF THIS FORM.

**NOTE 2: LIABILITY IS LIMITED TO \$0.50 PER POUND PER PACKAGE, \$100.00 PER PACKAGE, OR \$1,500.00 PER OCCURRENCE, WHICHEVER IS LESS, UNLESS A HIGHER VALUE IS DECLARED.**  
**NOTE 3: DECLARED VALUE \_\_\_\_\_, EXCESS DECLARED VALUE IS AVAILABLE FROM GES UP TO \$100,000.00.**  
**EXCESS DECLARED VALUE IS NOT AVAILABLE FOR ITEMS LISTED ON THE BACK OF THE FORM.**  
**✓ CHECK HERE IF REQUESTING EXCESS DECLARED VALUE (\$1.00 PER \$100.00 OF EXCESS VALUATION WILL BE ASSESSED, \$50.00 MIN CHG).**  
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper on request.

<b>PRINT NAME:</b> <u>JOHN DOE / MARY JANE</u> <b>DATE:</b> _____ <b>EXHIBITOR SIGNATURE:</b> <u>John Doe / Mary Jane</u> <small>This is to certify that the above named articles are properly packaged, marked and labeled, and are in proper condition for transportation according to the applicable government regulations.</small>	<small>Received in apparent good order, except as noted:</small> Carrier Name _____ Date _____ Agent/Driver (Signature) _____ Agent/Driver (Print) _____ Phone _____
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## Exhibitor-Appointed Contractor Info

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### Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. The Exhibitor may provide supervision;
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

### Exhibitor-Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- 1) The Exhibitor must notify Show Organizer in writing and GES Global Experience Specialists of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- 2) The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show organizer requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Automobile Liability not less than \$1,000,000 with respect to property damage to any one owned, non-owned or hired vehicles in an occurrence.
  - d. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - e. **GES Global Experience Specialists and Show Organizer must be named as additional insureds for all policies except workers compensation.** Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Organizer, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
- 3) The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Global Experience Specialists.
- 4) For services such as electrical, plumbing, telephone, cleaning, material handling, and rigging, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
- 5) The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor guide book, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All Certificates of Insurance shall name GES Global Experience Specialists, Inc. (Official Contractor), Show Organizer, Facility, Show as additional insureds.
  - c. Will share with GES Global Experience Specialists all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Organizer and GES Global Experience Specialists with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to GES Global Experience Specialists that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with the Show Organizer and GES Global Experience Specialists.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
  - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- 6) All information must be received in the ENK and GES Global Experience Specialists offices no later than 10 days prior to the show.

**Non-Official Contractor**

A Non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show organizer in the exhibitor GuideBook as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show organizer in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event. **Due to the necessity of coordinating all activities during the move-in, the Show and move-out and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply ENK and GES with all necessary information by the deadline date indicated above.** Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor's booth, they will be directed to the GES service desk where union labor will need to be ordered.

**Rules & Regulations**

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to ENK and GES that it possesses applicable and current contracts.
3. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
5. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
6. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
7. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
8. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show organizer.
9. Only-GES-approved accessories may be ATTACHED to the wall system. Unapproved accessories will be removed at the exhibitor's expense.
10. Four (4) hour minimum applies to crew calls greater than 3 workers.

## Booth Dimensions & Package Details

The dimensions below are a **GUIDELINE ONLY** and will vary slightly. For graphics, banners, custom booths, etc., you must obtain exact measurements of your space by contacting GES directly at [enkorders@ges.com](mailto:enkorders@ges.com).

Booth Size	Meters	Dimensions	1 Meter Panels		Included in Booth Package		
D=deep W=wide	M=meters		In-line	Corner/ Peninsula	Packages	Tracks/Lights	OR Electric
5' D x 16' W	1.5M x 5M	4'-10½"D x 16'-3 ¾" W	7M 2 1/2M	6M 1 ½M	1	1 track 3 lights	500 watts
5' D x 20' W	1.5M X 6M	4'-10½"D x 19'-6 ½" W	8M 2 1/2M	7M 1 ½M	1	1 track 4 lights	1000 watts
6' D x 13' W	2M X 4M	6'-6" D x 12'-11" W	8	6	1	1 track 3 lights	500 watts
6' D x 16' W	2M x 5M	6'-6" D x 16'-3 ¾" W	9	7	1	1 track 3 lights	1000 watts
6' D x 20' W	2M x 6M	6'-6" D x 19'-6 ½" W	10	8	1	1 track 4 lights	1000 watts
6' D x 23' W	2M x 7M	6'-6" D x 22'-9 ¼" W	11	9	1 + 1 item	1 track 5 lights	1000 watts
6' D x 26' W	2M x 8M	6'-6" D x 26'-1 ¾" W	12	10	1 + 1 item	1 track 6 lights	1500 watts
6' D x 30' W	2M X 9M	6'-6" D x 29'-4½" W	13	11	1 + 1 item	1 track 6 lights	1500 watts
6' D x 33' W	2M x10M	6'-6" D x 32'-7¼" W	14	10	2	2 tracks, 4 lights each	2000 watts
6' D x 36' W	2M x 11M	6'-6" D x 36' W	15	13	2	2 tracks, 4 lights each	2000 watts
6' D x 40' W	2M x 12M	6'-6" D x 39'-2 ¾" W	16	14	2	2 tracks, 4 lights each	2000 watts
10' D x 10' W	3M x 3M	9'-8 ¾" D x 9'-8 ¼" W	9	6	1	1 track 4 lights	1000 watts
10' D x 13' W	3M x 4M	9'-8 ¾" D x 12'11" W	10	7	1 + 1 item	1 track 5 lights	1000 watts
10' D x 16' W	3M x 5M	9'-8 ¾" D x 16'-3¾" W	11	8	1 + 1 item	1 track 6 lights	1500 watts
10' D x 20' W	3M x 6M	9'-8 ¾" D x 19'-6½" W	12	9	2	2 tracks, 4 lights each	2000 watts
10' D x 23' W	3M x 7M	9'-8 ¾" D x 22'-9¼" W	13	10	2	2 tracks, 4 lights each	2000 watts
10' D x 26' W	3M x 8M	9'-8¾" D x 26'-1¾" W	14	11	2 + 1 item	2 tracks, 5 lights	2500 watts
10' D x 30' W	3M x 9M	9'-8¾" D x 29'-4½" W	15	12	3	3 tracks, 4 lights each	3000 watts
10' D x 33' W	3M x 10M	9'-8 ¾" D x 32'-7¼" W	16	13	3	3 tracks, 4 lights each	3000 watts
10' D x 36' W	6M x 8M	9'-8 ¾" D x 36' W	17	14	3 + 1 item	3 tracks, 5 lights each	3500 watts
10' D x 40' W	3M x 12M	9'-8¾" D x 39'-2 ¾" W	18	15	4	4 tracks, 4 lights each	4000 watts
20' D x 13' W	6M x 4M	19'-6½" D x 12'11" W	16	12	2 + 1 item	2 tracks, 5 lights	2500 watts
20' D x 16' W	6M x 5M	19'-6½" D x 16'-3¾" W	16	12	3	3 tracks, 4 lights each	3000 watts
20' D x 20' W	6M x 6M	19'-6½" D x 19'-8¾" W	16	12	4	4 tracks, 4 lights each	4000 watts
20' D x 23' W	6M x 7M	19'-6½" D x 22'-9¼" W	16	12	4	4 tracks, 4 lights each	4000 watts
20' D x 26' W	6M x 8M	19'-6½" D x 26'-1¾" W	16	12	5	5 tracks, 4 lights each	4500 watts
20' D x 30' W	6M x 9 M	19'-6½" D x 29'-6½" W	18	14	6	6 tracks, 4 lights each	6000 watts
20' D x 40' W	6M x 12M	19'-6½" D x 39'-3" W	18	14	8	8 tracks, 4 lights each	8000 watts
20' D x 50' W	6M x 15M	19'-6½" D x 59'-6" W	18	14	10	10 tracks, 4 lights each	10000 watts

**Booth Walls** Every 10' (3 meters) of wall space is constructed with three 1-meter panels. **(In some instances and for structural reasons, a few panels may be ½ meter rather than 1 meter and may not be placed as indicated below. If you need specifics contact GES at 800.801.0554, 201.375.9191.)**

**Panels**

- **Visual Panel Dimensions:** each one-meter panel is 1/8" thick, 37½" wide and 89¼" high; each half-meter panel is 1/8" thick, 18½" wide and 89¼" high.
- **Actual Panel Dimensions:** each one-meter panel is 38½" wide and 91¼" high, half-meter panel is 18½" wide x 91¼" high.

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