



FASHION COTERIE . SOLE COMMERCE . TMRW

February 21.22.23 2012 . Javits Center NYC . 9AM-6PM Tuesday & Wednesday, 9AM-5PM Thursday

- a. **Booth Package** – European hardwalls, gray carpet, booth sign and lighting. In addition, you are entitled to order furnishings items such as tables and chairs as part of your booth package. Please refer to page 26 in the GuideBook by the deadline. If you do not submit page 26 by the deadline, you will receive the walls, carpet, lights only. The rest is up to you and your vision...
- b. **Creating your own Environment:** Display is an essential element. The use of flowers, chandeliers, colored wall paper/colored panels (available in the GuideBook page 40), custom tables, chairs, etc, can all help to heighten your booth presentation. Please note that you may bring your own carpet, furniture or racks as long as they fit within the confines of your booth space and you may also rent from the vendor of your choice. The most common forms returned from the GuideBook are for wallpaper (page 40), additional lighting (page 47), additional electric power (page 51), steamer requests (page 57), labor (page 45), wall mounted racks (page 36, mirrors and racks (pages 36). Please note that ENK does not allow the use of display grids.
- c. **Security:** ENK provides perimeter security commencing with move-in throughout move-out. This does not mean they are watching your booth or your samples. You are responsible for the safety of your merchandise. Be sure to check with your insurance carrier to have a "rider" added to your policy if you don't have it already to cover you, your employees and your merchandise. To secure your booth at night, you may wish to rent BOOTHSEAL; see page 63 of the GuideBook. It is an inexpensive way to securely close off your booth. Another option is to pack your samples into a case/box and store them in ENK's Secured Storage area. This is a complimentary service. You will need to transport your samples to this area each day and retrieve them each morning on your own.
- d. **Moving In with a Truck:** All trucks, in compliance with building union regulations, must be off loaded at the freight dock by union personnel. There are 1400+ collections moving in at the same time so there will be significant wait time. Your driver must first check-in at the Javits freight trailer, located at 39th Street off 12th Avenue. At check-in, the driver will need to provide their cell number so they may be called when it is their turn. If they do not answer their phone when called, freight personnel will try to call again but will go on to the next person in line. Also important, either the driver or someone with the driver must speak/understand English.

It is important to note that you may not park a truck or van in/around the Javits or unload your materials and wheel or walk them into the Javits. The Javits Security will not permit you into the building. You must bring trucks through the freight dock.
- e. **Moving in via Taxi, Car Service or Personal Car:** For Level 3 (1700-5850 booths) you may pull up to the main entrance on 11th Avenue across from 35th Street and quickly unload your materials. This is strictly hand carry; no fork lift service in this area; no trucks no large cargo vans.

You may enter the Javits Inner Roadway, on 11th Avenue just beyond 39th Street. You will need to check-in with Security; you will receive a "window" ticket, you will need to supply

the booth number, (so be sure to have this on hand). You will then be directed where to park and unload. You may unload hand carry items only by yourself or you may use ENK's porter service. Once unloaded and inside the building you will need to take the elevator down one level to enter the exhibit hall. Note: there will be a slight wait to use the elevator.

- f. **Porter Service:** ENK provides complimentary porter service during move-in days, not on show days. This service is available from the Javits Inner Roadway only (see above paragraph). Porter service is on a first-come, first-serve basis. The Porter sign-in desk will be located just inside the Javits (or outside on the side walk weather permitting).
- g. **Items you may want to bring:**
 - Paper towels, Windex
 - Double sided tape, Scissors, Stapler, Tape
 - Pens
 - Hangers
 - Sweater/layers as it can get cold in the halls (or hot) during move-in and breakdown
 - Water, snacks, etc
 - Medical kit- Aspirin, band aids, etc.
 - telephone numbers, contact names and tracking info for all vendors you have ordered from and shipped to the show
- h. **ENK Help Hotline: 917-975-7572.** Use this phone number to contact an ENK rep anytime during set up, show days or break down
- i. **GES Service Centers onsite:** check on orders, make payments, submit new orders, etc. Exact locations of these service centers and express kiosks will be outlined in your show site welcome letter
- j. **Empty storage:** empty storage is available at show site by placing an "empty" sticker with your booth name and number on your boxes and crates. "Empty" stickers can be picked up at all GES desks and service kiosks. Empty storage will take 2-8 hours at the close of show to be returned to your booth.
- k. **Booth Vacuum:** Each evening/morning, the Javits will vacuum booths. If you cover your booth via booth seal or cloth, they will not enter the booth. You must arrive by 7:30am to have your booth swept or vacuumed. Once the show opens (9am), no vacuums are allowed on the floor, but can be swept out.
- l. **Café:** ENK provides complimentary breakfast and lunch, see welcome package for hours. However this is only as supplies last.

ENK Policies:

- Participation in concurrent shows is not allowed. Coterie offers exclusivity to their buyers.
- Nothing can be displayed above the 8 ft height limit and may not interfere with your neighboring booths.
- All First time exhibitors are only approved for this seasons February 2012 show. If you are interested in returning, your collection will re-screened post show. A Coterie team member will be in touch with you post show to provide further details on this process. We hope that these tips are helpful. If you have any questions, please do not hesitate to contact your show coordinator. We wish you a most successful show!