

COTERIE . TMRW . SOLE

SEPTEMBER 17-19 2013 . TUESDAY . WEDNESDAY . THURSDAY . JAVITS CENTER . NYC

HELPFUL HINTS

Booth Package

ENK's booth package consists of:

- White Hardwalls (panels fit into silver framework)
- Gray carpet
- Lighting or electricity (*You will receive lights unless you submit the **ONLINE ORDER FORM** and select electricity.*)
- 500 lbs. of drayage per company (freight handling within the show venue)
- Booth furnishing, quantity is based on your booth size. (*You will only receive the items listed above unless you complete the **ONLINE ORDER FORM.***)

Custom Booths

All custom booth designs must be approved by ENK prior to construction. Detailed diagrams and photos/illustrations must be submitted to operations@enkshows.com at least 30 days prior to the Show.

Online Ordering

To order your ENK booth package furnishings and lighting, additional furnishing or lighting, electric power, mannequins and booth seal easily you may do so direct from your computer via our Online Express Order Form. Click this link for one stop ordering. http://www.enkforms.com/expressform/coterie_sept/.

Creating your own Environment

Display is an essential element to the Show. The use of flowers, chandeliers, custom tables, chairs, colored wall paper or colored panels (available using the following link http://www.enkforms.com/expressform/coterie_sept/) 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. Please note that ENK does not allow the use of display grids.

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 the [Online Order Form](#). 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

Items you may want to bring to the Show

- Paper towels, Windex
- Double sided tape, scissors, stapler, tape
- Pens
- Hangers
- Sweater/layers as it can get cold in the hall (or hot) during move-in and breakdown
- Water, snacks, etc.
- Medical kit, Aspirin, band aids, etc.
- Telephone numbers, contact names and tracking information for all vendors you have ordered from and shipped to the show.
- Copies of all orders placed with GES, Port Electric, Booth Seal and other vendors.

Porter Service

ENK provides complimentary porter service during move-in days, not on show days. This service is available from the front entrance of the Javits Center (venue specific info is below). Porter service is on a first-come, first-serve basis. The Porter sign-in desk will be located inside each venue (or outside on the side walk weather permitting).

Cleaning

ENK has hired cleaning personnel to vacuum booths on Tuesday, Wednesday and Thursday mornings. If you cover your booth via Booth Seal or with a 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.

Storage

ENK provides both 'empty' and secured storage areas for exhibitors.

Empty storage is available by placing the Show official "empty" sticker with your booth name and number on your all boxes and crates. "Empty" stickers can be picked up at all GES desks and service kiosks. Please note that each area of the Show is designated with a specific color empty storage sticker. Be sure to know your booth number when picking up your stickers. Empty storage will take 2-6 hours at the close of show to be returned to your booth.

Secured storage is available at each venue in designated areas. These areas are designed for storage of your samples overnight or for samples that you have brought to the show but do not wish to display within your booth. These areas cannot accept empty boxes, display cases, etc. and they also cannot accept display items you have brought to the show but are not using.

Food Service

During **Move-in** there will be snack areas open for food/beverage purchase; however, you may wish to bring your own water/snacks to save money and avoid lines.

On **Show Days** ENK and the venues will have several food outlet options:

- Retail areas will be open within the ENK exhibit hall.
- Carts will rove the aisles selling light snacks for purchase.
- The complimentary ENK café is open for Breakfast 8:30-9:30am each show day (or while supplies last) and for Lunch 12pm-1:30pm each show day (or while supplies last). You must have your badge to enter the café.

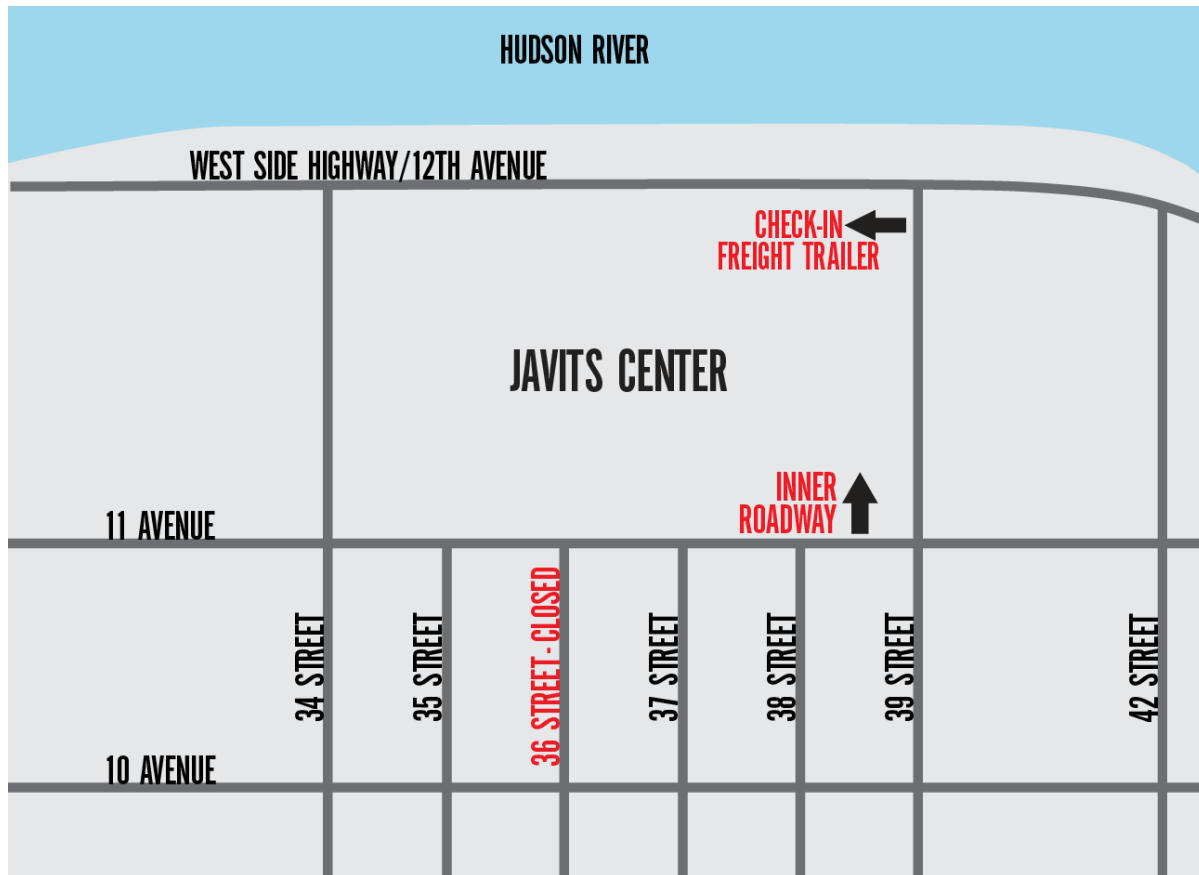
ENK Policies

- Participation in concurrent shows is not allowed. ENK offers exclusivity to their buyers.
- Nothing can be displayed above the 8 ft height limit and may not interfere with your neighboring booths.
- All custom booth designs must be approved by ENK prior to construction. Detailed diagrams and photos/illustrations must be submitted to operations@enkshows.com at least 30 days prior to the Show.
- Children under the age of 13 are not permitted on the show floor during move-in or move-out.

JAVITS MOVE-IN/OUT INFORMATION

..... with a Truck

All trucks that need a forklift to unload must be unloaded at the Loading 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, located behind the Javits Center, 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 freight dock area. Once the vehicle is in the freight dock area, there still will be wait time for an available space and freight crew. Trucks will be unloaded/loaded on a first-come, first-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.



...via Taxi, Car Service & Personal Car

- Passengers cars and vans may be unloaded in the inner roadway 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/service 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.