

# Table of Contents

---

## General Information

<b>1</b>	Exhibition Schedule
<b>2</b>	Resource Directory
<b>3</b>	General Information
<b>5</b>	Standard (non-showroom) Booth Package
<b>6</b>	Large/Showroom/Villas Booth Package
<b>7</b>	Work Rules
<b>8</b>	Fire Department & Safety Regulations
<b>9</b>	Security Information
<b>10</b>	Shipping Addresses
<b>11</b>	Shipping Information
<b>12</b>	Shipping Direct to Show Site
<b>13</b>	Advance Shipping to Freeman's Warehouse
<b>14</b>	Marshalling Area
<b>15</b>	Shipping Labels to WAREHOUSE
<b>16</b>	Shipping Labels to SHOW SITE
<b>17</b>	Shipping from the Exhibition
<b>19</b>	Contractual Regulations
<b>21</b>	Standard Booth Diagrams 10x10 to 10x60

## Exhibition Schedule

---

Location	Mandalay Bay Expo Center 3970 South Las Vegas Boulevard Las Vegas, Nevada 89119		
Move-in	Sunday	August 18	8am-6pm ①
Show Days & Hours	All vehicles must arrive by 4:30pm. No freight may be moved in after 5pm either hand-carry or otherwise.		
	Monday	August 19	9am-6pm
	Tuesday	August 20	9am-6pm
	Wednesday	August 21	9am-5pm
Move-Out	Wednesday	August 21	5:00pm-7:00pm
Shipping Deadlines	▪ Advance Shipments to the contractor's warehouse (Fees apply)		August 13
	Shipments to Exhibit Facility (Fees apply)		August 18 only
Ordering Deadlines	▪ All furnishings		August 9
	▪ All Mandalay Services (Electric, Internet, food)		August 9
	▪ EAC (Exhibitor Appointed Contractor form)		August 9
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 Exhibitors' booth whether or not the exhibitor 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 does not have access to the Exhibit Facility and the Facility does not have storage space.		
Registration, Service Center & Secured Storage	Sunday	August 17	8:00am to 6:00pm
	Monday	August 18	7:00am to 6:00pm
	Tuesday	August 19	8:00am to 6:00pm
	Wednesday	August 20	8:00am to 6:00pm

## Resource Directory

---

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

	COMPANY & ADDRESS	TELEPHONE	FAX
ENK Operational Contacts		646.841.1436	
Freeman Customer Service	6555 West Sunset Road Las Vegas, NV 89118	702.579.1700	469.621.5604
Warehouse	6555 West Sunset Road Las Vegas, NV 89118	702.579.1400	
Electricity	Edlen Electric 3010 Builders Ave Las Vegas, NV 89101	702.385.6911 <a href="mailto:www.lasvegas@edlen.com">www.lasvegas@edlen.com</a>	702.385.1810
Mannequins & Steamers	D&B Rental Displays Corp. 521 FDR Drive, Suite 7D NY, NY 10002	239.263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>	866.300.0092
Hangers	D&B Rental Displays Corp. 521 FDR Drive, Suite 7D NY, NY 10002	239-263.7167 <a href="http://www.dbrentaldisplays.com">www.dbrentaldisplays.com</a>	866.300.0092
Hotel	Travel Planners	<a href="http://www.enktravel.com">www.enktravel.com</a>	866-770-7555 702-770-2222
Lighting	Mandalay Bay	See ENK online order form	

## General Information

---

Show Days & Hours	Monday	August 19	9am-6pm
	Tuesday	August 20	9am-6pm
	Wednesday	August 21	9am-5pm

Concierge Elite Take advantage of Freeman's Concierge Elite service, their new time saving tool, which will give you instant access to:

- Receive notifications when your show site shipments arrive and empty containers are returned to your booth after the show
- Ask for service or assistance from anywhere
- View your orders and freight shipments
- Submit your outbound paperwork without making a trip to the service desk

For a short demo, [www.freemanco.com/cedemo](http://www.freemanco.com/cedemo) to view its many features.

To utilize this service from your Smartphone or PC, log on to: [www.freemanco.com](http://www.freemanco.com)

Badges For security purposes, Exhibitors must wear **ENK Exhibitor Badges** to gain access to the Exhibit Hall at all times. During Move-In and Move-Out, **Display House Badges** 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 **Temporary Work Badges** 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.

All badges will be issued at show site. All employees of an exhibiting company must have both company and personal photo ID in order to receive a badge at show site

Empty Storage 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 any where from 4-6 hours to return empties to your booth and this process will begin after the aisle carpet is removed, which begins at the close of the show. Please make your travel plans accordingly.

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!

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 Freeman 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.)

Cleaning ENK will maintain all of the public areas such as aisles, restaurants, restrooms, lounges, etc. Booths will be swept each evening at the close of the show.

A Word to the Wise 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.

Grids The use of grids is not permitted.

Children	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.
Exit Signs/Fire Hose/Fire Pull Boxes Being a Good Neighbor	<p>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.</p> <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.</li> </ul>
Music	Music provides a welcoming atmosphere for visitors. ENK VEGAS will be providing overall show music; therefore individual music is not permitted within a booth.
Smoking Policy	Nevada State ordinances prohibit smoking within the Exhibit Facility.
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	In the interest of maintaining the ENKVEGAS environment that ENK has created, the use of custom booths is not permitted.
Displays	<p>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 on the inside walls of your Booth must be professionally rendered and affixed so that they cause no permanent damage to the Booth walls. <b>However, the graphics must be approved by ENK prior to production or installation. Deadline is August 9.</b> If graphics are approved, they must have a solid white backing as not to show through to a neighboring booth's walls. 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 Exhibit Hall or the Booth it will be the sole responsibility of the Exhibitor to pay the cost of the repair of the damages.</p>
Helium Balloons	Helium-filled balloons and/or helium tanks are not permitted in the exhibit facility.
Insurance	It is important that each Exhibitor secures 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.

## Standard (non-showroom) Booth Package

Order Deadline: **8/9/2013**

Cost of initial booth setup is covered in the standard booth space fee, but any modifications are at the exhibitor's expense. Exhibitor will be charged by Freeman for additional labor. Drawings are required for set up.

- **Any fixture orders not received in via ENK's online ordering system by August 9 will default to all racks. Substitutions may be available at show site for a fee charged by Freeman, but cannot be guaranteed.**
- **Any changes or modifications made at show site at the exhibitor's expense with additional onsite labor charges as follows;**
  - Shelf-over-rack \$100 each
  - Rolling Rack \$50 each
  - Free Standing shelf \$200 each

Standard  
Booths  
i.e. 9x10, 9x20,  
9x30, 9x40, etc.

A **Standard Booth** is 9 feet deep by 10 feet wide and 6 foot high. Multiples of such booths, no matter what the final combined square footage, are considered standard booths and are subject to standard booth rules and regulations. **Standard Booth Exhibitors may not build out or bring a custom booth.**

- White Translucent Hard Walls inserted into a silver metal frame
- 2 Tables
- 6 Chairs
- 2 Trash Cans
- Choice of racks or shelves (must be ordered via the online system)

<http://enkexhibitors.com/login.aspx?ReturnUrl=%2finfo%2fdefault.aspx>



Three Shelf Wall Panel



Rack Wall Panel



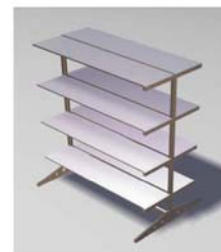
Shelf & Rack Wall Panel



Table & Chairs



Rolling Rack



Free Standing Shelves

FIXTURES:	10'x10' Standard	10'x20 2 Standards	10'x30'	9'x40'	9'x50	9'x60'
Select either:						
• Racks, wall-mounted	1/panel	1/panel	1/panel	1/panel	1/panel	1/panel
• Racks, standing	0	2	3	4	5	6
• Shelves, wall-mounted	1/panel	1/panel	1/panel	1/panel	1/panel	1/panel

# Large/Showroom/Villa Booth Package

Order Deadline: **8/9/2013**

Cost of initial booth setup is covered in the standard booth space fee, but any modifications are at the exhibitor's expense. Exhibitor will be charged by Freeman for additional labor. Drawings are required for set up.

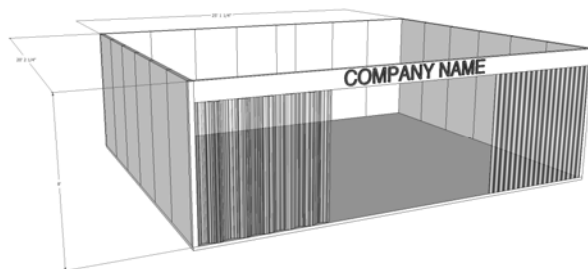
- **Any fixture orders not received in via ENK's online ordering system by August 9 will default to all racks. Substitutions may be available at show site for a fee charged by Freeman, but cannot be guaranteed.**
- **Any changes or modifications made at show site at the exhibitor's expense with additional on-site labor charges as follows;**
  - Rolling Rack \$75 each
  - Table \$75 each
  - Chair \$75 each

Showroom Booths  
400-1000 sq. ft.

Multiples of such booths, no matter what the final combined square footage, are considered Showroom Booth Packages and are subject to large package booth rules & regulations.

- Solid White hard walls inserted into a silver metal frame on three sides, left, right and backwall. Front of booth is fabric on the sides with a fascia (header panel) across the top.
- 2 White Tables (23" deep x 48" wide x 30" high)
- 6 chairs
- 2 Trash Cans
- Choice of ...(must be ordered via the online system)
  - custom standing racks (5' wide x 5'5" tall) or
  - wall mounted shelves

<http://enkexhibitors.com/login.aspx?ReturnUrl=%2finfo%2fdefault.aspx>



FIXTURE: Racks



SEATING: Table



Chair



FIXTURES:	400 sq. ft.	500 sq. ft.	600 sq. ft.	750-800 sq. ft.	1000 sq. ft.
<b>Select either:</b>	4	5	6	8	9
• Racks, standing OR					
• Shelves, wall-mounted					
White <b>TABLE</b>	2	2	3	4	4
<b>CHAIRS</b>	6	6	9	9	12

## Oasis 8x15 and 8x20 Booth Package

Order Deadline: **8/9/2013**

Cost of initial booth setup is covered in the booth space fee. Any modifications are at the exhibitor's expense payable to Freeman for additional labor.

Special OASIS  
Spaces = 8x15  
& 8x20

For 8x10 see next  
page for booth  
package details.

ENK is creating a gallery like environment for collections within Oasis. The space will be defined with a 6 ft high white back wall, no side walls, natural cement (grey) floor and customized racks or shelves, tables and shelves.

- Free standing furnishings, no side walls
- White Table, 8ft long by 36 inches deep, 30 inches high
- White Lucite Chairs
- Trash Can
- White Garment Racks or Shelves (see quantities below)

TABLE/BENCH

8' long by 40" deep by 30" high

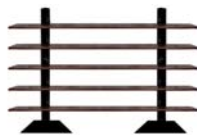


CHAIR



SHELF

(picture does not reflect the color)



RACK, 5 ft wide and tall



FIXTURES:	8x15	8x20
<b>Select either:</b> <ul style="list-style-type: none"><li>• Racks, standing OR Shelf</li></ul>	4	6
<b>TABLE</b>	1	1
<b>CHAIRS</b>	2	2
<b>BENCH</b>	1	1



## Oasis 8x10 Booth Package

---

Order Deadline: **8/9/2013**

Cost of initial booth setup is covered in the standard booth space fee, but any modifications are at the exhibitor's expense. Exhibitor will be charged by Freeman for additional labor.

OASIS Spaces =  
8x10  
For 8x15, 8x20 see  
previous page for  
booth package  
details.

ENK will be creating a gallery like environment for collections within Oasis. The space will be open, there are no side walls, natural cement (grey) floor and customized racks, tables and shelves.

- Free standing furnishings, no booth walls
- 1 White Table
- 3 White Lucite Chairs
- 1 Trash Can
- 3 White Garment Racks or Shelves

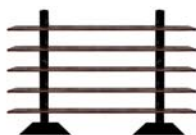
TABLE  
5' long by 36" deep by 30" high



CHAIR



SHELF  
(picture does not reflect the color)



RACK, 5 ft wide and tall



## Work Rules

---

### 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 the general contractor or ENK. Make sure that all personnel working in your Booth are familiar with these union regulations. Place any labor orders with the general contractor in advance, to help assure that the required work can be done in the most economical fashion.

### Independent Contractors

Exhibitors using an independent exhibit service firm (other than Freeman) to unpack, erect, assemble, dismantle & pack displays/equipment, must complete and return online form for this section – Exhibitor Appointed Contractor form – to ENK 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 Exhibitor service desk where union labor will need to be ordered.

### Unions Regulations

**ENK is obligated to convey this information:** NV 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:** NV 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.

**Teamster 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 journeyman finish the job; you will then be billed for labor charges from that point forward. The teamsters 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.

### 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 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 union 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 Freeman for approval. If granted you will then incur labor charges per the regulations stated above.

## Fire Department & Safety Regulations

---

Aisles	No obstruction may be placed in any aisles, passageways or exits leading to fire extinguishing appliances. <b>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.</b>
Flame Proofing	<p>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.</p> <p>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.</p> <p>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.</p>
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.
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	<ul style="list-style-type: none"><li>• No more than one gallon of fuel is permitted per vehicle.</li><li>• Tanks cannot be refueled or emptied inside the Facility.</li><li>• Fuel tanks must be equipped with a locking gas cap.</li><li>• Battery cables must be disconnected and the ends taped.</li><li>• During non-show hours, vehicles must be locked.</li><li>• A properly tagged set of keys to each vehicle must be left with security prior to display.</li><li>• No repairs or alterations may be made on vehicles within the facility.</li><li>• Fire extinguishers, in appropriate numbers and classifications, must be provided by the exhibitor.</li><li>• Vehicles displayed in-house must have floor covering installed beneath the motor.</li></ul>

## Security Information

---

### 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.

### 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 one large crate/carton to reduce possible loss.
- Do not leave your Booth or merchandise unattended during move-in, Exhibition days, and move-out.
- 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 Freeman 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 Freeman, 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

---

To Freeman's  
Warehouse

**Insert Exhibiting Collection Name**  
**ENK VEGAS Booth # \_\_\_\_\_**  
c/o Freeman  
6555 West Sunset Road  
Las Vegas, NV 89118

Warehouse Deadline

**Must arrive on or before August 13, 2013**

Shipments received at the Freeman warehouse after the deadline may be accepted; however, there will be a surcharge to the existing freight handling fees if the shipment is received after deadline or during overtime days/hours.

To the Show

**INSERT YOUR EXHIBITING COLLECTION NAME**  
**Insert Show & Booth #**  
ENK VEGAS  
**Mandalay Bay Expo Center**  
3970 Las Vegas Boulevard South  
Las Vegas, Nevada 89119

Show Deadline

**Shipments will only be accepted during official move-in days/times:**  
August 18, 8:00am-5:00pm

## Shipping Information (refer to Freeman material handling page for fees)

---

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 Freeman 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 hours after the close of the Show.
Freight Handling	Freeman 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. Freeman 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.
Empty Box/Crate Storage	Fire Department regulations mandate that empty storage be limited to designated areas. As part of the material handling service, Freeman will store your empty containers and return them at the close of the Exhibition. Place empty storage labels (available from the Freeman Service Desk) on all cartons, boxes, etc. to be stored with Freeman. 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. Freeman will pick them up throughout move-in. Empty Storage is not a secured area. <b>DO NOT</b> 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 Freeman. It will take Freeman many hours to return all boxes/crates from empty storage after the close of the Show on the last day.
Shipping	<p><b>You may ship your freight to the Exhibition in various ways:</b></p> <ul style="list-style-type: none"><li>• Advance to Freeman's warehouse (will be in your booth before you move-in)</li><li>• Direct to Show site via the carrier of your choice</li><li>• Direct to Show Site in your own vehicle</li></ul> <p>All shipments must be sent prepaid. C.O.D. shipments will not be accepted either at the Exhibition or Freeman' 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. <b>Be sure your personnel at the Exhibition has copies of all shipping papers and an inventory of materials sent.</b> Clearly label all shipping containers with the return address as well as the destination address and Booth number.</p>
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 ) Shipments	Please be advised that 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 this is 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 most often than not are not always willing to wait their turn on the freight line. They unload their truck without allowing Freeman to inventory the shipment; hence the UPS system can show a package delivered but in fact it has not. They do not deliver on Saturday.

## Shipping Direct to the Exhibition (refer to Freeman material handling page for fees)

---

Crated Freight	In order to accommodate the amount of crated freight shipped to the Show, ENK/Freeman will be scheduling the inbound freight delivery.
Non-Crated Freight	<p>You may ship exhibit materials directly to the Exhibit Facility to be received the first move-in day. Shipments arriving before the scheduled move-in will be turned away since ENK 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. <u>Shipments will be placed in the Booths whether or not an Exhibitor is present. Freeman/ENK cannot take responsibility once they deliver your materials to your Booth.</u> Freeman will unload your vehicle <i>on a first-come, first-serve basis</i> during move-in. These workers are experienced with general freight and are not familiar with delicate merchandise. It is your responsibility to supervise the safe unloading of your merchandise.</p>
UPS, FedEx & DHL	UPS, FedEx & DHL may be accepted on scheduled move-in days only and will be placed in your booth whether or not a representative is present.
Truck Unloading	<p>All trucks that need a forklift to unload <u>must be</u> unloaded at the Loading Dock. Forklift service is available in this area only. Exhibitors <u>may not</u> unload their own vehicles in this area, nor can they leave a vehicle unattended.</p> <ul style="list-style-type: none"><li>• Truck drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to Freeman Freight Trailer and bring all shipping paperwork to the Freeman representative.</li><li>• A Freeman representative will take the driver's paperwork and cell phone # to contact the driver when Freeman is ready to bring the vehicle into the unloading area.</li><li>• Once the vehicle is in the unloading area, there still will be wait time for an available unloading "bay" and freight crew.</li><li>• Trucks will be unloaded on a first-come, first-serve, which is based on the time the driver checks in at the Freeman Freight Trailer and space availability for that size vehicle; hence there will be wait time to be unloaded.</li></ul>

## Advance Shipping to Freeman' Warehouse

---

### Advance Shipments to Freeman' Warehouse

**Freeman 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).** Shipments received at the Freeman' warehouse after the deadline may be accepted; however, there will be a surcharge to the existing freight handling fees if the shipment is received after deadline.

- Freeman will store display shipments until move-in.
- Freeman will deliver your shipment 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. ENK/Freeman 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 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.

### Warehouse Hours

Monday through Friday, 8am-3:30pm, excluding holidays

### Directions to Warehouse

Automate Directions Call:  
702.263.4183

#### **From I-15 North/Southbound**

- Exit 1-215 West
- Exit Jones Boulevard (stay in center lanes)
- Cross over Jones Boulevard Staying to the right
- Continue on Raphael Rivera Way
- Freeman will be on the right

#### **From US-93 / I-515 Northbound**

- Exit Jones Boulevard (stay in center lanes)
- Cross over Jones Boulevard Staying to the right
- Continue on Raphael Rivera Way
- Freeman will be on the right



## Marshalling Area (see map on online ordering form)

---

All delivering carriers must check in at the Marshalling Yard prior to delivering to the venue. Certified weight tickets are required when checking into the Marshalling Yard. Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has a valid certified weight tickets, Freeman will accept these tickets and your drive will not have to scale at the Freeman Marshalling yard. All carriers will be assigned an unloading number according to driver check-in time.

### Directions

#### **From I-15 Northbound**

- Exit Silverado Ranch
- Left on Las Vegas Boulevard
- Left on Pebble Road
- Marshalling yard will be on the right

#### **From US-93 / I-515 Northbound**

- Exit I-215 West
- Exit I-15 Southbound
- Exit Blue Diamond Road
- East to Las Vegas Boulevard
- Right on Las Vegas Boulevard
- Right on Pebble Road
- Marshalling yard will be on the right

#### **From I-15 Southbound**

- Exit Blue Diamond Road
- East to Las Vegas Boulevard
- Right on Las Vegas Boulevard
- Right on Pebble Road
- Marshalling yard will be on the right

## SHIPMENT TO Freeman Warehouse

<b>TO:</b>	ENKVegas Aug 2013
	Full Exhibiting Company Name at Show
	Name of Show
	Booth Number
<b>C/O:</b>	Freeman 6675 West Sunset Road Las Vegas, NV 89118

## SHIPMENT TO Freeman Warehouse

<b>TO:</b>	ENKVegas Aug 2013
	Full Exhibiting Company Name at Show
	Name of Show
	Booth Number
<b>C/O:</b>	Freeman 6675 West Sunset Road Las Vegas, NV 89118

SHIPMENT TO Show Site	
<b>TO:</b>	ENKVegas Aug 2013
	Full Exhibiting Company Name at Show
	Name of Show
	Booth Number
<b>C/O:</b>	Freeman Mandalay Bay Expo Center 3970 Las Vegas Boulevard South Las Vegas, NV 89119

SHIPMENT TO Show Site	
<b>TO:</b>	ENKVegas Aug 2013
	Full Exhibiting Company Name at Show
	Name of Show
	Booth Number
<b>C/O:</b>	Freeman Mandalay Bay Expo Center 3970 Las Vegas Boulevard South Las Vegas, NV 89119

## Shipping from the Exhibition

---

**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 30 minutes after the close of the Show.
- Freeman 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.

### Exhibitor Responsibility

- All merchandise, samples, etc. must be removed from the exhibit facility by 9:00pm 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 Freeman 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 Freeman Service Desk, must be submitted to Freeman 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 Freeman 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, Freeman, the exhibit facility and Citadel are not responsible for Exhibitors materials.

### Shipping

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

- Freeman, 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 Freeman on to the next available carrier at the Exhibitor's expense. If you have an unpaid balance with Freeman, your shipment will be brought to the Freeman warehouse and not released until Freeman 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 loading dock must complete a Bill of Lading. This form tells Freeman 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 Freeman Service Desk once your account with them has been paid.

When your truck arrives at the Marshalling area, Freeman will check them in; once available space is available, Freeman will contact the driver and direct them to the loading area and pick-up your exhibit materials from your Booth (you or someone you designate should remain with your materials until they are picked up by Freeman) and load them onto the truck. **If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" by Freeman on to the next available carrier at your expense.**

## Forklift Service

- **All truck drivers must check-in with the Freeman Marshalling area 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 Freeman Service Desk when they are packed and ready to go. This form tells both Freeman and the truck driver that you are packed and ready to be loaded onto their truck.
- Once the Freeman 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, on a first-come/serve basis.
- A Freeman representative will take the driver's paperwork and cell phone # to contact the driver when Freeman 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 unloading "bay" and freight crew.
- Trucks will be loaded on a first-come, first-serve basis, which is based on the time the exhibitor turns in their material handling form at the Freeman Service Desk, the time the driver checks in at the Freeman Freight Desk and space availability for that size vehicle; hence there will be wait time to be unloaded.
- 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 go to the Freeman' Service Desk to arrange for assistance (fee apply).
- Bring your vehicle to the designated loading.
- Do not leave your merchandise unattended.
- The Movers will load your materials into your vehicle at 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.

## 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, Freeman and Citadel are not responsible for Exhibitors materials.

# Contractual Regulations

---

## 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.

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.

## 10 x 10 Standard Booth Diagram, 6 ft high walls

---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- two 1ft panels
- two 4ft panels



## 10 x 20 Standard Booth Diagram, 6 ft high walls

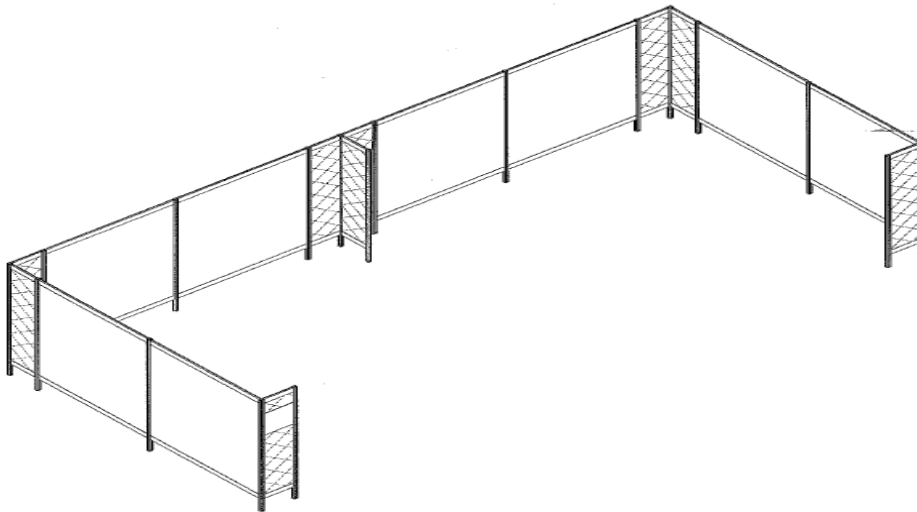
---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- four 1ft panels
- four 4ft panels





## 10 x 30 Standard Booth Diagram, 6 ft high walls

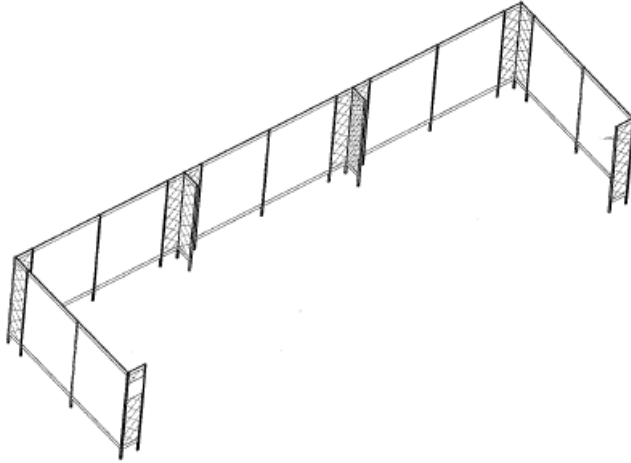
---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- six 1ft panels
- six 4ft panels



## 10 x 40 Standard Booth Diagram, 6 ft high walls

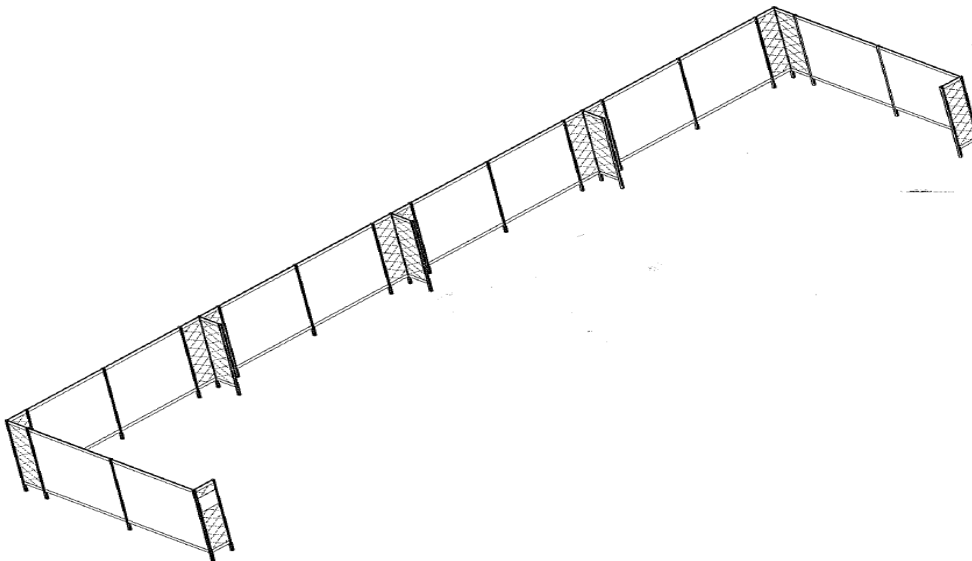
---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- eight 1ft panels
- eight 4ft panels



## 10 x 50 Standard Booth Diagram, 6 ft high walls

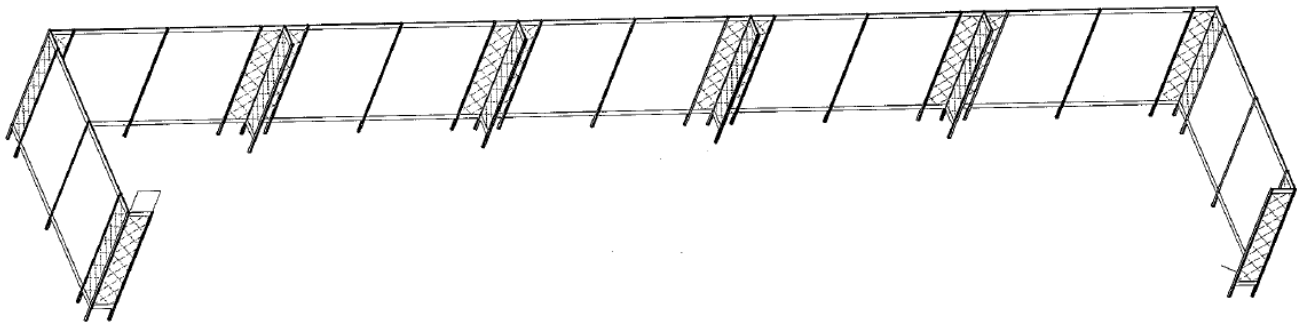
---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- ten 1ft panels
- ten 4ft panels



## 10 x 60 Standard Booth Diagram, 6 ft high walls

---

**Each side wall consists of:**

- two 4ft wide panels
- one 1ft panel

**Back wall consists of:**

- twelve 1ft panels
- twelve 4ft panels

