

WELCOME

COTERIE.SOLE.TMRW FEB 24-26 2013.SUN.MON.TUE. JAVITS CENTER & SHOW PIERS.NYC

Important Locations

	Pier 94	Javits	Galleria
ATM Machine	Across from booth 4000	In food court	Crystal Palace near FedEx (Level 3)
Cappuccino	Retail Cafe	Across from booth 9900	Across from booth 908
Coat Check	Service Center (End of 1700 aisle)	Concourse Level near Starbucks (Level 2)	
Computer Area	North side of registration	Outside Hall 1B	By booth 523 & 625
Copy & Fax Machine	Service Center (End of 1700 aisle)	FedEx Business Center, Crystal Palace	
Deliveries. UPS, FedEx, DHL small packages during move-in (delivered directly to booths during show)	Coat Check, End of 1700 aisle	Secured Storage, Room 1B02-1B05	
ENK Show and Press Office	Front lobby	1C01-1C02	Mezzanine
ENK Café	Pier 92		Hall 1E
Exhibitor Service Centers (GES, Electric, Booth Seal, Display rentals)	End of the 1700 aisle		Room(s)1C03-04
Nursing Room	Upstairs pier office		Room 1A01
GES Express Service Kiosks	Near 2400 & 3500	Near booths 6010, 7920, 8920, 9920, 11120	Near booth 132
Restrooms	Middle of 3400 aisle & near booth 4200	Front of halls (inside and outside)	Near booth 132
Retail Cafe	End of 3400 aisle	Back of 1B, Front of 1D/1E & roving carts in all halls	Mezzanine & roving cart in hall
Security Office	Upstairs (across from registration)		Room 1B01
Secured Storage Room	End of 3400 aisle	Room 1B02-1B05	Mezzanine
Pinkberry Yogurt - 10am-6pm (for purchase)	Booth 2741		n/a
Steaming Stations	Near Booths 1927, 3461, 4600	Room 1A05, near booths 5725 and 6502	n/a
VIP Lounge	South side of Pier 92		Room 1D03-1D06

Event Timetable

Friday, February 22	8am-6pm 8am-6pm 8am-6pm 8am-6pm	Exhibitor Move-In● Secured Storage Retail Café open, 94 only Exhibitor Freight Move-In●
Saturday, February 23	8am-6pm 8am- 6pm 9am-4pm 8am-5pm	Exhibitor Move-In Secured Storage Retail Café open, 94 only Exhibitor Freight Move-In
Sunday & Monday, February 24 & 25	7am-6pm 8am-6pm 8am-6pm 8:30am 8:30-10am 9am-6pm 12pm-1:30pm	Exhibitors with badges permitted on show floor Retail Cafés open Secured Storage Buyers (with Early Appointments) allowed on to Show Floor Breakfast (or until supplies last) in the Pier Cafés Show open Lunch (or until supplies last) in the Pier Cafés
Tuesday, February 26	7am-5pm 8am-5pm 8:30am 8:30-10am 9am-5pm 12pm-1:30pm 5pm-8pm 10:00am 4:00pm-5:30pm	Exhibitors with badges permitted on show floor Retail Café open Buyers (with Early Appointments) allowed on to Show Floor Breakfast (or until supplies last) in the Pier Cafés Show open Lunch (or until supplies last) in the Pier Cafés Exhibitor Move-out Secured Storage closes Storage re-opens

● Freight handling assistants are available on a first-come/serve basis until 5:00pm ONLY; and all vehicles that need assistance unloading or use of the loading dock must arrive by 4:30pm. No freight may be moved in after 5pm either hand-carry or otherwise. Once an exhibitor is in the building by 6pm they may work until 6pm on Friday and 8pm on Saturday.

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, will be required to hire union personnel to work within their booth. Furthermore, you will 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 Exhibitors working within their booths and 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. Please refer to page 11 in your guidebook for a detailed description of union work rules and jurisdictions. 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.

Traffic Advisory

The west side lane closest to the Javits Center on 11th Ave between 35th Street and 37th Street 'bus only' and are closed to hand-carry Show traffic. The lanes on the east side of 11th Ave between 35th and 37th Streets are open for southbound traffic. Exhibitor hand-carry and shuttle bus transportation will remain in the north end of the inner roadway. Due to closure, hand carry and taxi drop off will not be permitted on 11th Avenue between 35th and 37th Streets. The Crystal Palace Taxi drop off (for passengers only not for hand carry items) is located on the west side of 11th Avenue between 34th and 35th Streets and 37th and 38th Streets. Exhibitor hand-carry procedures and time limits will be strictly enforced. Above 38th Street the traffic pattern remains the same. Below 34th Street, 11th Avenue remains southbound.

Porter Services

ENK Porter service will be available from 8am - 5pm on a first-come, first-served basis; available at the pedestrian entrance of each venue. Do not give your merchandise to a porter to bring to your booth unaccompanied.

Truck Unloading

EVERY truck/van driver and all messengers must have:

- Either a letter from your company or a Bill of Lading stating that they will be making deliveries for your company.
- Current photo ID for themselves as well as a valid driver's license.
- Your Booth number or your delivery will not be allowed in The Show Piers.

Private/Company vehicles

All cars that are not moved immediately after unloading will be towed. Freight cannot be unloaded after 5pm. Cars, vans and trucks delivering to the venues can pull into the parking lot to unload. All unloading areas will be available on a first-come, first-served basis.

Children & Pets

For safety reasons, children under the age of 13 are not permitted in the venue during move-in or move-out. Children are welcome during Show days. A parent or guardian must accompany children under the age of 13 and sign a Child Waiver Form, provided at the Registration desk. Venue regulations permit only medically required animals as long as you have the proper documentation

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.

Empty 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.

Shipments

If you shipped packages to GES' warehouse, they will be placed in your Booth on your first move-in day, whether or not a company representative is present. GES cannot take responsibility once they deliver your materials to your Booth. All shipments sent directly to the venue will also be delivered to your Booth when they arrive. **However, UPS, Federal Express & DHL packages must be claimed by the Exhibitor from the "coat check" area on Pier 94 and "Secured Storage" area at the Javits Center. Packages may be retrieved from 1pm to 5pm on Friday and 8am to 3pm on Saturday. Any packages remaining after 3pm on Saturday will be delivered to your Booth whether or not a representative is in the Booth.**

Cleaning

ENK will maintain all of the public areas such as aisles, restaurants, restrooms, lounges, etc. Booths will be vacuumed each evening at the Javits and beginning at 7am at Pier 94 on show days (6am on the first Show day). **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.** Vacuuming will not be permitted after 9am on Show Days.

Being a Good Neighbor

Removing booth furnishings such as chairs, tables, wastebaskets, racks, shelves and/or lights from another exhibitor's booth is strictly prohibited. If you are missing any items ordered from GES/Port Electric/Javits Electric, please report it to the Exhibitor Service Desk.

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.

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 th Street	24 hours
	484 10th Avenue, between 37 & 38 Streets	24 hours
	330 10th Avenue @30 th 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 th Street	24 hours
	550 W 37th Street, between 10th & 11th Avenue	24 hours

Shuttle

Shuttle Service will run on Show days from 8:00am to 7:00pm (until 6:00pm on last Show Day). The buses are scheduled as follows: every 30 minutes from 8:00am-3:00pm, 15-20 minutes after 3:00pm, It will take approximately 5-10 minutes between each stop. (Pick-up times will vary slightly due to traffic conditions.)

Route 1	Penn Station On 8 th Avenue at 31 st Street on the Southeast corner.	Port Authority On 8 th Avenue between 41 st and 42 nd Streets, on the east side of the street.
Route 2	Hudson On 58 th Street, between 8 ^h and 9 th Avenues, directly in front of the main entrance	Hampton Inn On 8 th Avenue between and 50 th and 51 st Streets
Route 3	Pier 94 to Javits	Javits to Pier 94

No Smoking

NY State ordinances prohibit smoking within the Exhibit Facility.

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.

Hardware Store

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 23rd Street (Between 5th & 6th Street) New York, NY 10010	212.929.9571 Open 7 days Mon-Sat: 7am-9pm Sun 8am-7pm
Home Depot 980 3rd Ave (Between 58th & 59th Street) New York, NY 10022	212.888.1512 Open 7 Days Mon-Sat: 7am-9pm Sun 8am-7pm

Stationery Store

Staples 57 West 57th Street on 6th Avenue (between 57th & 58th Streets) New York City	212.308.0335 Open 7 days Mon-Sat 7am-8pm Sun 11am-6pm
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Photo Copying

Kinko's 303 West 56th Street, (between 8th & 9 th Avenue)	212.245.2324 Open 24 hours
FedEx/Kinko's The Javits Center (Located in the Crystal Palace)	212.216.9900 Call for hours of operation
FedEx/Kinko's 37th and 7th Avenue New York City	646.366.9166 Open 7 days Mon-Fri: 7am-11pm Sat-Sun: 9am-9pm

Pharmacy

Duane Reade
250 West 57th Street @ Broadway
900 8th Avenue @53rd Street

Open 24 hours
212.265.2302
212.582.3463

Duane Reade
460 8th Avenue
(Between 33rd and 34th Street, NYC)

212.244.4026
Open 24 hours

Mannequins & Steamers

D&B Rental Displays Corp
170-22 130 Ave, Suite 13D
Jamaica, NY 11434

239.263.7167
www.dbrentaldisplays.com

Security

The official Move-In hours are: Friday, February 22, 8am-6pm and Saturday, February 23, 8am-6pm on Piers 94 and at the Javits Center. The Exhibition hours are Sunday-Tuesday, February 24-26, from 9am-6pm (until 5pm on Tuesday). Please be advised that Pier workers, Javits workers and Exhibitors may be working beyond the scheduled Move-in hours. On show days, between 7am-6pm (6am-6pm on the first Show day), Pier workers and Exhibitors will be walking around the Exhibit Hall. Additionally, starting at 8:30am, Retailers who have early appointments will be allowed to enter the Exhibit Hall.

For this specific reason, we strongly advise that you lock up all your merchandise when your Booth is not occupied. ENK provides a complimentary Storage Room in the back of Pier 94 and room 1C02-05 at the Javits Center for that purpose. If you do not wish to utilize ENK's Storage Room, you may either rent Booth Seal (desk is located within the Exhibitor Service Center) or hire a private guard from Citadel Security. All merchandise checked into the Storage Room must be secured in a properly labeled box, suitcase/garment bag. A Citadel Security Guard will log in your box, crate, suitcase or garment bag when you check it into the Storage Room. *Security does not count the contents of the bags being stored.* When picking it up the Citadel Security Guard will log it out. The Exhibitor picking up items checked into the Storage Room must wear their Exhibitor Badge and have the Security-issued receipt or it will not be released.

You would be well advised NOT to leave samples, prototypes, completed order forms or personal items, such as briefcases in your Booth overnight. Each Exhibitor is responsible for the security of their merchandise, display, etc. Move-In and Move-Out are highly vulnerable periods; pay special attention to items easily pilfered; place them in locked containers where you can watch them.

ENK will have professional perimeter guard service within the facility throughout Move-In, Show Hours and Move-Out. If an incident does occur, do not leave the premises without making a report to the Citadel Security Supervisor. Please bring any security risks you see to their attention.

In order to make sure Exhibitors and all other guests have exited the Piers and Javits Center, our security team will begin their "security sweep" promptly at the close of the show. Please leave the Show floor promptly when the security sweep staff reaches your Booth.

This Exhibition is an open Booth show and you are responsible for the security of your Exhibit Space and merchandise. In an attempt to reduce the risk of having any of your merchandise stolen during the course of the Exhibition, we advise that you pay attention to all visitors entering your Booth, especially when your Booth is busiest. Small, light items displayed on the edges of tables or shelves are easy targets, if unprotected. Large groups of guests entering your Booth at the same time can create confusion and distraction. Please pay special attention!

At the close of the Exhibition do not, under any circumstance, leave your merchandise unattended whether it is secured in a box, etc. ENK recommends that you wait with your boxes until your shipper picks them up no matter what you are advised by anyone else. All merchandise, samples, etc. must be removed from the Facility on the last show day within two hours of show closing. The Facility will be unguarded after 8pm.

Don't Leave Anything Behind: So that you don't accidentally leave anything at The Piers or Javits Center, once you are packed and your vehicle is loaded, take a moment to look around your booth space, around the vehicle, etc. Please note that anything left in the Facility the last day of the Show will be discarded.