

## **[PRE] COTERIE BOOTH PACKAGE DÉCOR RULES**

### **STANDARD BOOTH SPACES**

**1. DESCRIPTION:** The [pre] Coterie Booth Package includes:

- 8' high soft fabric side and back walls
- (1) booth ID sign per booth (regardless of size)
- 300 lbs of material handling per booth (regardless of size) for direct to hall product shipments
- Booth carpet
- Wastebasket
- Booth Package furnishing options (see Furnishing Order section below for details and options)

**\*[pre] Coterie Booth Package working space is 9' 8¼" wide x 9' 8¾" deep;** for other sizes, please see the Booth Packages Dimensions kit page on [GES Espresso](#). All fixtures, furniture, signage, display and decorative elements must remain within the booth line and may not extend into the aisles.

**2. FURNISHING ORDER:** As booth size increases, booth package items/contents are multiplied accordingly.

10'x10' [pre] Coterie booth package includes:

- (1) White Distinct Table - 30"H x 42"W x 30"D
- (3) Christopher Chairs
- Track with (4) White Light Fixtures
- Choice of (3) of the below Accessories:
  - Gunmetal Garment Rack – 5'H x 6'L
  - Gunmetal Garment Rack – 6'H x 6'L (limited supply)
  - White Distinct Shelving Unit – 72" H x 54" W x 14" D
    - Height between each shelf is 11"
    - 21" from floor to bottom shelf; 14" from top shelf to frame of unit
    - Max support weight is 25lb

*Rendering is for illustrative purposes only. Items may change without notice.*



**IMPORTANT NOTE:** To receive the above furnishings (tables, chairs, racks and/or shelves), you **MUST** place a Booth Package order on [GES Espresso](#) by June 4<sup>th</sup>; if no Booth Package order is placed by this date, you will not receive the items listed under section 2. of this document (see above). Onsite orders will be on a first come-first serve basis.

Any onsite changes to booth package furnishings are billable to the exhibitor at \$75 per piece.

To order additional furnishings outside of your Booth Package, visit [GES Espresso](#). Place your additional furnishing order by **May 22nd** to receive the pre-deadline discount. Orders for additional furnishings (not included within your Booth Package) after June 4th must be placed on show-site; show-site rates will apply.

- 3. CUSTOM BOOTHS:** [pre] Coterie exhibitors wishing to utilize a Custom Booth must receive written permission from their [pre] Coterie sales representative. Custom Booths must fit within the working space of your booth and may not exceed 8' in height; exact measurements can be found the Booth Packages Dimensions kit page on [GES Espresso](#), along with additional Custom Booth and EAC information. For custom furnishings, please see section 11 of this document.
- 4. HEIGHT LIMIT:** Nothing may extend above 8' from the floor including product, décor, display items, accessories, furniture, truss, lighting, A/V equipment or signage. Hanging anything above the booth is prohibited.
- 5. ATTACHED ITEMS:** Exhibitors may not affix, apply, hang or attach any item to the fabric walls (including, but not limited to, binder clips, S-hooks, lighting, flyers, banners, signage, stickers, decals or other items) on/to any booth package elements provided by Show Management. Any damage to the furniture due to unapproved materials, clips, sticker, etc. will be charged to the exhibitor for full replacement costs. Please see the next rule for information on permissible signage.
- 6. GRAPHICS & SIGNAGE:** Be sure to read the Wall Graphics document in the Exhibitor Manual on [GES Espresso](#). Exhibitors can order graphics on [GES Espresso](#). All graphic orders must be submitted by exhibitor no later than **May 22nd**. For orders past the deadline, please contact GES directly for availability and pricing.

GES is the exclusive vendor for Fabric Insert Panels. Fabric Overlay Banners may be ordered by either GES or an outside printer. If you choose to use an outside printer, you must hire GES labor and materials to install the graphics.

Note: GES graphics left in booth at end of show will NOT be saved unless, prior to show close, the exhibitor arranges storage with GES or orders GES labor to remove, arranges transportation, and turns in a BOL.

**"Pop-up", "retractable", "blinking" and "vinyl" signage are not permitted.** Wall graphics are permitted on the interior of the booth. Graphics may not have a solid black or dark background. No nudity will be allowed on graphics or signage.

7. **[pre] COTERIE EXTERIOR GRAPHICS:** If an exhibitor wishes to have exterior fabric booth panel wall graphics, they must be approved by show management in writing, and may be submitted to the exhibitor's sales representative for approval. **Please send your exterior graphics submissions to your sales representative.**
8. **LIGHTING:** Fixtures cannot be visible from the show floor and must remain either below booth wall height or remain in the ceiling. Lighting may not be attached to booth equipment and neon lighting is prohibited on the exterior of booths.
  - Additional track lighting must be ordered through [GES Espresso](#).
  - LED par can lighting must be ordered through Javits Center [JAKE online ordering](#).
  - Exhibitors bringing custom lighting elements must order booth power through the Javits Center [JAKE online ordering](#).
9. **ELECTRICAL:** Electrical outlets are not provided as part of the booth package. Should you wish to have an outlet in your booth, you can order it through Javits Center [JAKE online ordering](#).
10. **CARPET & AREA RUGS:** [pre] Coterie booth package includes carpet. You will have the option to opt out on the ordering site [GES Espresso](#). For inline booths, a carpet removal fee will be billable to the exhibitor; island and peninsulas will be charged a fee for carpet removal requested after the GES ordering deadline. If opt out option is chosen, the following guidelines apply:
  - Area rugs or alternative flooring may be used but may not present a tripping or safety hazard and must be finished with no raw edges.
11. **MUSIC, SOUND & AUDIO/VISUAL:** Show Management provides music for the show. Music & sound amplifying devices, other than those provided by Show Management, are prohibited. If an exhibitor has A/V equipment, sound must be turned OFF. A/V equipment must be located on the interior of the booth. Laptops and computer screens may not exceed 19" and must be in the interior of the booth. Screens are permitted for business purposes only and may not be used to run marketing video loop. Sound is not permitted – no exceptions.
12. **CUSTOM ACCESSORIES/FURNITURE & PROPS:** Exhibitors may choose to use package walls and/or accessories, but bring in additional elements including, but not limited to furniture, lighting, décor, mannequins or special design elements & signage. Lighting may not be attached to package walls.
13. **BOOTH OPENINGS:** All corner booths will have the default set up with the entrance/opening on the 10' side of the booth structure and the side wall down. If you do not want your side wall down, please contact your [pre] Coterie sales representative.
14. **MODELS:** are permitted inside your booth space only.
15. **CURTAINS & DRAPE:** are not permitted.
16. **FLORAL & SMALL PROPS:** are permitted.
17. **PAINTING:** Painting on the premises is strictly prohibited.
18. **ADDITIONAL BRAND(S) IN BOOTH:** No exhibitor shall assign, sublet or share any part of its assigned space without the written consent of Show Management. Any exhibitor who wishes to display additional brand(s) in its booth must submit the additional brand(s) to Show Management for approval. If unapproved brands are found in exhibitor's booth, exhibitor's booth will be closed down. All monies paid by exhibitor will be forfeited.