

# COTERIE MAGIC

SEPTEMBER 18-20, 2022

JAVITS CENTER, NYC

## CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the last page of this mini kit

DEADLINE	SERVICE	RETURN TO	✓
UPON INVOICING	50% deposit due immediately	<a href="#">Pay online</a> or call 212-600-3255	
ASAP	Hotel & Travel Reservations	<a href="#">Hotel &amp; Travel Info</a>	
Ongoing	Review Décor Rules, FAQ and Exhibitor Sustainability Checklist	If you have any questions, contact: <a href="mailto:exhibitorsupport@fashionresource.com">exhibitorsupport@fashionresource.com</a>	
June 25	Contract Deadline	Return to Sales Representative	
July 19	GES Espresso goes live	<a href="#">GES</a>	
Aug 15	Mannequins/Steamers/Hangers Discount Deadline (COTERIE 20% off Promo code: NYCT20) (MAGIC 20% off Promo code: NYMG20)	<a href="#">D&amp;B Rental Displays</a>	
Aug 15	First day shipments will be received at GES warehouse	<a href="#">GES</a>	
Aug 30	GES Discount Deadline for All Services (labor, additional booth items, etc.)	<a href="#">GES</a>	
Aug 30	GES Exhibitor Graphics Ordering Deadline ( <b>No orders will be accepted after this date</b> )	<a href="#">GES</a>	
Aug 30	<b>BOOTH PACKAGE DEADLINE</b> <b>IMPORTANT NOTE:</b> You will receive a default booth package per 10x10 –Apparel receives 3 racks, Accessories/Footwear receives 3 shelves. If you don't want default fixtures and furniture, or want a combination of fixtures, please inform your account manager by August 30.	<a href="#">GES</a> *COTERIE exhibitors – N/A if this was noted on contract.*	
ASAP Sept 17	EAC Forms/Proof of Insurance Due	<a href="#">GES</a>	
TBD	Cultivated Advanced Rate Deadline (Catering)	<a href="#">Cultivated Catering</a>	
Sept 3	Javits Advanced Rate Deadline (Electrical Power, Par Cans, Electrical Labor, Cleaning, Telephone Service, Internet, Data, etc.)	<a href="#">Jake Online Ordering (Javits Center)</a>	
Sept 7	Last day shipments received at GES warehouse Advanced freight deliveries will incur 25% late to warehouse fee after this date	<a href="#">GES</a>	
Sept 12	Final day for GES Espresso Ordering†	<a href="#">GES</a>	
Sept 16-17	Exhibitor Freight Shipments Direct to Show Accepted 8am-4pm*	<a href="#">GES</a>	
Sept 17	Exhibitor Move In begins, 8am-6pm	<a href="#">GES</a>	

† If you need to order your booth package items on-site, a labor fee of ½ hour per item will be incurred. The fee to swap accessories on-site is \$79.50 per item.

### Questions? Please Email:

GES: <https://www.ges.com/contact-ges#NSCChatBot> or [NYFconciierge](#)

Registration: [exhibitreg@fashionresource.com](mailto:exhibitreg@fashionresource.com)

Exhibitor Services: [exhibitorsupport@fashionresource.com](mailto:exhibitorsupport@fashionresource.com)

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## COVID HEALTH & SAFETY

Please be sure not to travel or enter the convention hall if you are feeling sick, have flu like symptoms, have tested positive for COVID or have been exposed to someone who has had COVID in the past 10 days. Please visit the Javits Center website for details: <https://javitscenter.com/en/safety-protocols>

Informa will be abiding by CDC and Javits Center regulations. Please stay current to the latest news.

Consider providing disposable gloves, tissues and hand sanitizers for your guests. It is also suggested that you bring wipes to clean your booth after each buyer.

Be sure to check travel restrictions before heading to the airport and for restrictions upon your return trip home.

Click on this link for more health & safety measures <https://www.coteriefashionevents.com/ny/en/home.html>

## EXHIBITOR ACCESS HOURS:

Saturday, September 17	8AM-6PM (Move in day)
Sunday, September 18	8AM-6PM
Monday, September 19	8:30AM-6PM
Tuesday, September 20	8:30AM-4PM

## IMPORTANT PRICING

### Javits Center

(212) 216-2319 [Jake Online Ordering](#)

### GES (Global Experience Specialists)

(800) 801-7648 [GES Live Chat](#)

**Only GES provided lighting is allowed on the tracks and booth framework.**

### ELECTRIC (JAVITS)

Rates below incl tax. **Discount Deadline September 3, 2022**

**Straight Time:** 7:30AM-3PM Mon-Friday  
**Overtime:** 3PM-7:30AM Mon-Fri; Saturdays; Sundays; Holidays

Outlets	Rate	Rate
Item	Pre-deadline	Post-deadline
500 watts	\$133.55	\$195.70
1000 watt	\$220.55	\$317.75
1500 watt	\$267.05	\$387.40
2000 watt	\$284.35	\$405.30

Power will be turned on within 30 min of show opening & off within 30 min of show closing, show days only. There is no additional fee for 24hr power.

Modifications or additions to advance rate orders received after the advance deadline are subject to standard or onsite rates depending on when the modification was made.

### DISPLAY LABOR (GES)

**Discount Deadline: August 30, 2022**

**Straight Time:** 8AM-4:30PM Mon-Friday

**Overtime:** 4:30PM-8AM Mon-Friday; lunch; Saturdays

**Double Time:** Sundays and Holidays

Rate	ST	OT	DT
Advance	\$228.00	\$320.25	\$385.00
Regular	\$296.25	\$416.75	\$500.50
Show Site	\$296.25	\$416.75	\$500.50

*Price is per person/per hour.  
One hour minimum per man –  
labor thereafter is charged in half (1/2)  
hour increments.*

### CUSTOM WALL GRAPHICS (GES)

**Final order deadline: August 30, 2022**

See [GES Graphics & Signs](#) for information, sizing, and pricing.

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## SHIPPING INFORMATION **NEW**

### ADVANCE SHIPMENT TO GES WAREHOUSE

Exhibiting Company Name  
SHOW NAME 2022  
Booth # \_\_\_\_/Hall \_\_\_\_  
c/o GES  
203 Kuller Road  
Clifton, NJ 07011

Advance warehouse shipments can begin arriving **August 15, 2022**. The last day for warehouse shipments to be received: **September 7, 2022**. There will be a 25% surcharge for shipments received after **September 7, 2022**.

**Move-in/move-out and hand-carry is not allowed through the Crystal Palace.**

### DIRECT SHIPMENT TO SHOW SITE

Exhibiting Company Name  
SHOW NAME 2022  
Booth # \_\_\_\_/ Hall \_\_\_\_  
c/o GES  
Javits Center  
655 West 34th Street  
New York, NY 10001-1188

### PRODUCT - DIRECT SHIPMENT TO SHOW SITE

Shipments are accepted:

#### **Friday & Saturday September 16-17, 2022 (8am-4pm)\***

\*Though freight is accepted on 9/16, this is NOT a move-in day and exhibitors are responsible for the security of freight and its contents. **Move-in begins on 9/17 at 8am.**

#### **SMALL PACKAGE RATE**

Packages 25lbs and under starting at \$15 per package.

**Drayage fees apply to shipments to GES Advanced Warehouse and/or direct to Show Site. Small packages that are sent direct to show site will fall into the exhibitor's complimentary drayage if applicable. If the exhibitor has already used their allotment the small package rate will apply.**

See [GES Expresso Shipping, Drayage & Material Handling](#) for further information.

**Please note - non-preferred vendors are subject to drayage fees. See page 4 of this Minikit for a list of preferred vendors.**

#### **PARKING**

There is no parking at the Javits Center. ParkWhiz app can provide locations of nearby parking as well as parking space rental rates.

#### **SERVICE ANIMAL POLICY**

Only service animals and those approved by the Javits Center as part of an exhibit, activity or performance legitimately requiring the use of animals are permitted. Approved animals must be leashed, within a pen, or under similar control as appropriate. Show management may request that animals leave the show floor if they are disruptive, cause injury or damage, or if there are complaints from exhibitors, attendees, or the venue. The owner takes full responsibility of his/her animal.

### AGE RESTRICTION

Children under the age of 18 are not permitted during move-in and move-out.

### CLOSED-TOED SHOES

Everyone in the exhibit hall during set-up and tear-down is required to wear closed-toed shoes for safety purposes. Exhibitors found not complying will be asked to leave the hall.

### PORTER SERVICE

Show management will have laborers from GES available to help you load your car on a first-come, first-serve basis. A porter service desk will be available on Saturday throughout move-in hours and 4pm-8pm on the final day of the show. During move-out, you may only sign up for porter service once you are packed up and ready for assistance.

### SHOW FLOOR ACCESS

Only approved EACs and employees of the exhibiting company will be granted access to the show floor during move-in.

### CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

### SECURED STORAGE

Complimentary Secured Storage is available solely to badged exhibitors on a first-come, first-served basis. SS opens two hours prior to show open each day and closes between 10:45AM and 4:00PM on the final show day.

Secured Storage is for the sole use of storing items containing your booth merchandise & products. Items made of paper, cardboard, or wood; empty rolling racks; suitcases; fibers; and items used to build, construct, furnish, decorate, or create displays will **NOT** be accepted.

All items accepted must be properly labeled; the content of any accepted items will not be inventoried nor recorded. To claim items, badged exhibitors must be in possession of relevant paperwork.

### BOOTH DISMANTLE

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. When possible, keep boxes, cartons, etc. within your booth space to keep the aisle as clear as possible to facilitate a smooth move-out.

Exhibitors may still be working with their buyers beyond the close of the show. When dismantling your booth, please be considerate of your neighbors who may still be conducting business.

Informa recommends that exhibitors remain with their shipment until the carrier of your choice picks it up. Show Management, GES, the Javits, and Citadel Security are not responsible for exhibitors' materials.

### RETURN OF EMPTY BOXES/CRATES

GES 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.

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EXCLUSIVE VENDORS	NON-EXCLUSIVE VENDORS	
<p>Exhibitors are required to use the below vendors for the services listed below.</p> <p><b>INSTALL &amp; DISMANTLE LABOR</b> GES Phone: 800.801.0554 Website: <a href="#">GES Expresso</a></p> <p><b>DRAYAGE</b> GES Phone: 800.801.0554 Website: <a href="#">GES Expresso</a></p> <p><b>CLEANING</b> JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES Phone: 877.452.8487 Website: <a href="#">Javits Center (Jake)</a></p> <p><b>CATERING</b> Cultivated Phone: 212-216-5134 Website: <a href="#">Cultivated Catering</a></p> <p><b>ELECTRICAL POWER &amp; LABOR, PAR CANS, TRUSSING</b> JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES Phone: 877.452.8487 Website: <a href="#">Javits Center (Jake)</a></p> <p><b>INTERNET &amp; PHONE</b> JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES Phone: 877.452.8487 Website: <a href="#">Javits Center (Jake)</a></p>	<p>Exhibitors are welcome to use the vendor of their choice for the services listed in this section.</p> <p><b>BUSINESS CENTER</b> FEDEX Phone: 212.216.2900 Email: <a href="mailto:mgr1280@fedexkinkos.com">mgr1280@fedexkinkos.com</a></p> <p><b>COMPUTER &amp; AUDIO VISUAL</b> SMARTSOURCE Phone: 800.955.5171 Website: <a href="http://www.smartsourceshows.com">www.smartsourceshows.com</a></p> <p><b>FLOWERS, TREES</b> SPRING VALLEY FLORAL Phone: 845.268.7555 Website: <a href="http://www.springvalleyfloral.com">www.springvalleyfloral.com</a></p> <p><b>FURNITURE RENTAL</b> GES Phone: 800.801.0554 Website: <a href="#">GES Expresso</a></p> <p><b>MANNEQUINS, STEAMERS, &amp; HANGERS</b> D&amp;B RENTAL DISPLAYS Phone: 702.987.5965 Email: <a href="mailto:db@dbrentaldisplays.com">db@dbrentaldisplays.com</a> Website: <a href="https://www.dbdivisions.com/customers/step1.cfm">https://www.dbdivisions.com/customers/step1.cfm</a></p> <p><b>SECURITY</b> CITADEL SECURITY Phone: 718.680.3811 Website: <a href="#">CITADEL</a></p>	<p><b>SHIPPING</b> GES Phone: 800.801.0554 Website: <a href="#">GES Expresso</a></p> <p><b>BOOTH SEALANT/PROTECTANT</b> BOOTHSEAL Phone: 855.266.8473 Website: <a href="#">BOOTHSEAL</a></p> <p><b>DISPLAY CASES</b> AMERICAN FIXTURES Phone: 718.463.2176 Email: <a href="mailto:orders@americanfixtures.com">orders@americanfixtures.com</a> Website: <a href="http://www.americanfixture.com">www.americanfixture.com</a></p> <p><b>INTERNATIONAL FREIGHT FORWARDERS / CUSTOM BROKERS</b> PGL Craig Robare Phone: 214.533.9201 <a href="mailto:craig.robare@shippgl.com">craig.robare@shippgl.com</a></p>