

COTERIE MAGIC

SEPTEMBER 18-20, 2022

JAVITS CENTER, NYC

FREQUENTLY ASKED QUESTIONS

Q: How do I order badges?

A: Once you have completed and submitted both your contract and your 50% deposit, you will receive an email containing a link to the badge registration page. You will be able to add names and receive confirmation for your badges at that time.

Q: Where do I ship my merchandise and crates?

A: Whenever possible, ship merchandise in advance to the GES Warehouse. Follow the instructions on Advance Shipping located in this kit. For shipments during load-in, ship to the Javits Center. Be sure to use the labels provided in this kit and clearly write the name of your company, booth number, and show name, on all packages. Please pay attention to dates.

Q: Where do I store my empty crates, cartons, and cases?

A: All shipping containers must be removed from the exhibit floor before the show opens. If you wish GES to remove and store your empties, please request "EMPTY" storage labels at the Exhibitor service desk; flatten and tie together cardboard boxes; fill out storage labels completely and then just leave your boxes outside your space. Boxes will be removed at the end of day on setup day and returned at show close.

Q. Where can I store cases or racks that have product on/in them?

A: These items can be stored in our Secured Storage area. Cases and racks in this area MUST have product inside in order to be accepted. You will be required to have your badge and photo ID with you to store your items in this area. Once items are securely checked in and proper paperwork is filled out, you will be able to access your items between 8:30am - . On day three Secured Storage will close at 10:45AM and reopen at 4PM to disperse items. No cardboard boxes will be accepted, regardless of whether or not they contain product.

Q: What if I have a medical or fire emergency, or need first aid in my booth?

A: Stop show management badge or a security guard and let them know the situation. They will be able to contact our on-site EMT.

Q: What type of security is provided?

A: There is perimeter security during the show, however, you are responsible for the security of your individual booth and its contents. We recommend that you secure your booth by hiring an overnight security guard, not leaving one-of-a-kind samples, expensive jewelry, or small items unattended at any time, carrying a detailed list of all your products, and closing off your booth at the end of each day. Visit [Citadel's website](#) to hire security for your booth.

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Q: Who do I contact if I have questions during set up?

A: There will be show management floor managers roaming the show floor. Get to know them! They are available to help and assist exhibitors. If they cannot help you, they will direct you to the correct Informa Sales Representative. If you have questions regarding your booth set-up and/or fixtures, please visit the GES Exhibitor Service desk.

Q: Who do I contact with International shipping questions?

A: Please contact GES' National ServiCenter international line at +1 (702) 515-5970. GES National ServiCenter has foreign language speakers on staff. If you prefer, you may ask to speak with a representative that speaks your preferred language

You can also [Chat with GES](#) during normal business hours.