

SEPTEMBER 22-24, 2024

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. *Booth #s are not required to place orders with any vendor.*

DEADLINE	SERVICE	LINK/RETURN TO
UPON INVOICING	50% deposit due	Pay online or call 212-600-3255
ASAP	Hotel & Travel Reservations	Hotel & Travel Info
Ongoing	Review Décor Rules, FAQ and Exhibitor Sustainability Checklist	If you have any questions, contact: exhibitorsupport@fashionresource.com
July 1	Contract Deadline MAGIC / COTERIE / SOURCING	Return to Sales Representative
July 23	GES Espresso goes live	GES
August 19	First day shipments will be received at GES warehouse	GES
September 1	EAC Forms	GES
August 26	Proof of Insurance Due	Exhibitor Insurance Participation
August 30	GES Discount Deadline for All Services (labor, additional booth items, etc.)	GES
TBD	Mannequins/Streamers/Hangers Discount Deadline	D&B Rental Displays Refer to D&B Facebook for promo codes
August 30	GES Exhibitor Graphics Ordering Deadline (No orders will be accepted after this date)	GES
August 30	BOOTH PACKAGE DEADLINE IMPORTANT NOTE: Important note: Last day to opt in for package furniture/accessories on GES Espresso. After this day show site rates will apply.	GES **After August 30 such requests will need to be made on-site at the GES Service Desk, availability on first come first served basis. On-site fixture delivery fees = \$66.50 per piece
September 2	Cultivated Catering Deadline (Catering)	Cultivated Catering
September 4	Javits Advanced Rate Deadline (Electrical Power, Par Cans, Electrical Labor, Cleaning, Telephone Service, Internet, Data, etc.)	Jake Online Ordering (Javits Center)
September 13	Last day shipments received at GES warehouse Advanced freight deliveries will incur 25% late to warehouse fee after this date	GES
September 16	Final day for GES Espresso Ordering	GES
September 20-21	Exhibitor Freight Shipments Direct to Show Accepted 8am-4pm*	GES
September 21	Exhibitor Move In begins, 8am-6pm	GES

Questions? Please Email:

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

Registration: exhibitreg@fashionresource.com

Exhibitor Services: exhibitorsupport@fashionresource.com

MMGNET Customer Experience: (877) 554-4834

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EXHIBITOR ACCESS HOURS:

Saturday, September 21	8AM-6PM (Move-in day)	Registration – EAC
Sunday, September 22	8AM-6PM	Show Open! Registration – Exhibitor & EAC
Monday, September 23	8AM-6PM	Show Open! Registration – Exhibitor & Attendee
Tuesday, September 24	8AM-4PM	Show Open! Registration – Exhibitor & Attendee

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.

<p><u>ELECTRIC (JAVITS)</u></p> <p>Rates below incl tax. Discount Deadline September 4, 2024</p> <p>Straight Time: \$81.60 per hour, 8AM-5PM Monday-Friday Overtime: \$107 per hour 5PM-8AM Mon-Fri; Saturdays; Sundays Double Time: \$120 per hour Holidays</p> <table> <tr> <th>Outlets</th><th>Rate</th><th>Rate</th></tr> <tr> <th>Item</th><th>Pre-deadline</th><th>Post-deadline</th></tr> <tr> <td>500 watts</td><td>\$140.50</td><td>\$205.75</td></tr> <tr> <td>1000 watt</td><td>\$232</td><td>\$334</td></tr> <tr> <td>1500 watt</td><td>\$280</td><td>\$407.25</td></tr> <tr> <td>2000 watt</td><td>\$299</td><td>\$426</td></tr> </table> <p>Power will be turned on within 30 min of show opening & off within 30 min of show closing, show days only. There is an additional fee for 24hr power.</p> <p>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.</p>	Outlets	Rate	Rate	Item	Pre-deadline	Post-deadline	500 watts	\$140.50	\$205.75	1000 watt	\$232	\$334	1500 watt	\$280	\$407.25	2000 watt	\$299	\$426	<p><u>DISPLAY LABOR (GES)</u></p> <p>Discount Deadline: August 30, 2024</p> <p>Straight Time: 8AM-5PM Mon-Friday Overtime: 5PM-8AM Mon-Friday; lunch; Saturdays Double Time: Sundays and Holidays</p> <table> <tr> <th>Rate</th><th>ST</th><th>OT</th></tr> <tr> <td>Advance</td><td>\$247.25</td><td>\$347.25</td></tr> <tr> <td>Regular</td><td>\$321.25</td><td>\$451.75</td></tr> <tr> <td>Show Site</td><td>\$321.25</td><td>\$451.75</td></tr> </table> <p><i>Price is per person/per hour. One hour minimum per man – labor thereafter is charged in half (1/2) hour increments.</i></p>	Rate	ST	OT	Advance	\$247.25	\$347.25	Regular	\$321.25	\$451.75	Show Site	\$321.25	\$451.75	<p><u>CUSTOM WALL GRAPHICS (GES)</u></p> <p>Final order deadline: August 30, 2024</p> <p>See GES Graphics & Signs for information, sizing, and pricing.</p>
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SET UP POLICIES

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.

SHOW FLOOR ACCESS

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

AGE RESTRICTION

Children under 18 years old are not permitted during move-in & move-out.

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SHIPPING INFORMATION **NEW**

ADVANCE SHIPMENT TO GES WAREHOUSE

Exhibiting Company Name COTERIE / MAGIC / SOURCING Sept 2024

Booth # ____/Hall ____

c/o GES

203 Kuller Road

Clifton, NJ 07011

Advance warehouse shipments can begin arriving **August 19, 2024**.

The last day for warehouse shipments to be received: **September 13, 2024**.

There will be a 25% surcharge for shipments received after September 13, 2024.

DIRECT SHIPMENT TO SHOW SITE

Exhibiting Company Name

COTERIE / MAGIC / SOURCING Sept 2024

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 20-21, 2024 (8am-4pm)***

*Though freight is accepted on 9/20, this is NOT a move-in day. Exhibitors are responsible for the security of freight and its contents.

Move-in begins on 9/21 at 8am.

SMALL PACKAGE RATE

Packages 25lbs and under starting at \$23.70 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. A list of preferred vendors is located on the end page of this Mini kit.

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

STEAMERS / STEAMER OUTLETS

Exhibitors can rent steamers from [D&B Mannequins](#) at any of the Exhibitor Service Desks. Steamers require additional amperage than standard electrical outlets. DO NOT PLUG A STEAMER INTO A STANDARD ELECTRICAL OUTLET AS IT MAY CAUSE AN OUTAGE WHICH WILL IMPACT MULTIPLE BOOTHS AND CAN TAKE HOURS TO CORRECT. Please order additional power at the GES service desk.

Complimentary steamer stations are available during Move in.

LEAD RETRIEVAL

Crystal Palace, next to registration

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 their animal.

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SHIPPING INFORMATION NEW**SECURED STORAGE: 3A / 1B01-03**

Secured Storage is for the sole purpose 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.
 - Empties will need to be labeled for GES to store and will be returned post show. See GES for empty labels.
- Complimentary secured storage for merchandise & product will be available to exhibitors on a 1st come/1st served basis.

SECURED STORAGE: OPEN HOURS

Friday 9/20	Saturday 9/21	Sunday 9/22	Monday 9/23	Tuesday 9/24
8AM-4PM *1B01-03 ONLY	8AM-7PM	7AM-6:30PM	7AM-6:30PM	7-10:45AM 4-8PM *Line not to form prior to 3:45PM

MOVE-IN & MOVE-OUT

JACOB K. JAVITS CONVENTION CENTER PARKING & DIRECTIONS: Please visit this [site](#).

MOVE IN

Only exhibitors and their EACs (exhibitor approved contractors) may access the show floor during posted move-in & move-out hours. Exhibitors & EACs must have an official COTERIE / MAGIC credential to access the show floor. Exhibitors arriving after the posted move-in hours WILL NOT be allowed onto the exhibit hall unless they have been added to a Special Security Form by their salesperson. Those in the exhibit hall at the end of official posted time may remain to finish the work in progress, but, for security reasons, once they leave the hall, they cannot return.

CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

MOVE OUT

Move out begins at 4:00pm on Tuesday, September 24. NO EARLY TEAR DOWN IS ALLOWED.

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, Javits, and Citadel Security are not responsible for exhibitors' materials.

- Cardboard and smaller items will be returned between 5:00PM and 9:00PM on closing day.
- Do not leave any items unattended after show close. Be sure to start boxing/packing up your items upon show close to avoid any loss/theft of items.

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. Please note that not all empties will be returned at the same time. Your patience is appreciated while our laborers work to return your empties.

PORTER SERVICE

Laborers from GES will be available to help load vehicles on a first-come, first-serve basis. During move out, you may sign up for porter service only once you are fully packed and ready for assistance. The porter service desk will be available on Monday, February 19 throughout move-in hours and 4pm-8pm on the final day of the show.

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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>ADVANCE WAREHOUSE GES Phone: 800.801.0554 Email: nyfconcierge@ges.com Website: GES Espresso</p> <p>CATERING Cultivated Phone: 212.216.5134 Website: Cultivated Catering</p> <p>CLEANING UNITED Visit the GES Service Desk for cleaning requests – 1C02/03 Phone: 201.584.6026 (text) Website: Javits Center (Jake)</p> <p>ELECTRICAL POWER & LABOR, PAR CANS, TRUSSING JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES Phone: 877.452.8487 Website: Javits Center (Jake)</p> <p>INTERNET & PHONE JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES Phone: 877.452.8487 Website: Javits Center (Jake)</p>	<p>Exhibitors are welcome to use the vendor of their choice for the services listed in this section.</p> <p>COMPUTER AUDIO/VISUAL Shephard AV Cory Souza Phone: 702.948.0345 Email: csouza@shephardav.com</p> <p>SHIPPING GES Phone: 800.801.0554 Website: GES Espresso</p> <p>FURNITURE RENTAL GES Phone: 800.801.0554 Website: GES Espresso</p> <p>BUSINESS CENTER FEDEX Phone: 212.216.2900 Email: mgr1280@fedexkinkos.com</p> <p>MANNEQUINS, STEAMERS, & HANGERS D&B RENTAL DISPLAYS Phone: 702.987.5965 Email: db@dbrentaldisplays.com Website: https://dbmagicnewyork.com/</p> <p>SECURITY CITADEL SECURITY Phone: 718.680.3811 Website: CITADEL</p>	<p>FLOWERS, TREES SPRING VALLEY FLORAL Phone: 845.268.7555 Website: www.springvalleyfloral.com</p> <p>DISPLAY CASES AMERICAN FIXTURES Phone: 718.463.2176 Email: orders@americanfixtures.com Website: www.americanfixture.com</p> <p>INTERNATIONAL FREIGHT FORWARDERS / CUSTOM BROKERS PGL Craig Robare Phone: 214.533.9201 craig.robare@shippgl.com</p>