

ACCESSORIES BOOTH PACKAGE DÉCOR RULES

Description: A Standard 10' x 10' Accessories package includes:

- (1) White Distinct Table – 30" H x 42"W x 30"D
- (3) Christopher Chairs – 35" H x 17" W x 19"D
- (3) Fixtures:
 - Accessories: White Distinct Shelving Units
72"H x 54" W x 14" D
- Maximum of (4) fixtures allowed in a 10 x 10 booth
- White FIT3 fabric backwalls + 3M side walls
- (1) Wastebasket
- (1) track with (4) lights
- (1) 500W electrical outlet (regardless of booth size)
- White FIT3 fabric backwalls + 3M side walls
- No carpet
- Booth ID Sign
- 300 lbs drayage direct to show site per booth (regardless of booth size)
- COTERIE Booth Package working space is 9' 8¼"W x 9' 8¼"D



*Rendering is for illustrative purposes only.
Slight variances may occur.*

DEADLINE NOTICE: You must opt in for your booth package accessories & furniture on [GES Expresso](#) by **January 23**. After January 23, package items will have to be requested on-site. On-site fixture orders will be charged \$69 per piece, including fixture swaps. If package items are not selected on Expresso prior to January 23 the booth **will not** have accessories or furniture upon exhibitor arrival. Availability is on a first come-first serve basis.

Please expect up to three hours for onsite orders to be delivered to your booth

GES orders may be placed on [GES Expresso](#) before booth numbers are released. After submitting your contract, it may take up to one week for your company name to appear on GES Expresso.

For a full list of booth dimensions, please reference the [Booth Packages Dimensions page](#). As booth size increases, walls, fixtures and furniture are multiplied accordingly.

Please see the [Coterie Booth Inspiration Gallery](#) for ideas on booth décor and best practices for drawing booth traffic.

CUSTOM BOOTHS: COTERIE exhibitors wishing to build a Custom Booth must receive written permission from their Sales Representative. Custom Booths must fit within the working space of your booth and may not exceed 8' in height; [additional Custom Booth and EAC information can be found here](#).



IMPORTANT: Please pay attention to this symbol as you review the COTERIE Booth Décor Rules, as it indicates an update or change made to the rules. If an exhibitor's booth is found to be in violation of the COTERIE Booth Décor Rules, a Violation form will be presented and further action to bring the booth into compliance will be taken.

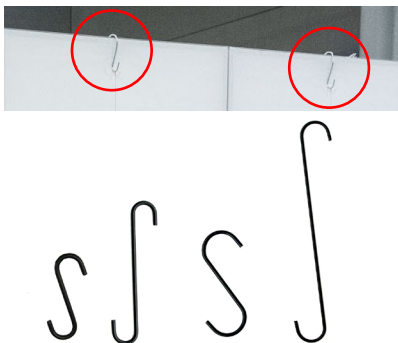
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Please make note of these rules, as they are particularly important in maintaining show safety and a unified look.

- **BUILDING CODE VIOLATIONS:** As per Javits Center Fire Code, all fixtures, furniture, signage, mannequins, display and decorative elements must remain within booth boundaries and may not extend into the aisles. Empty boxes and cases may not be stored behind booth walls as they violate Javits Center Fire Code *and will be considered trash if not removed.*
- **ATTACHED ITEMS:** Exhibitors may not use clamps, binder clips, S-hooks, pins, or unapproved adhesives to affix signage or décor items to booth walls or any booth package elements. This includes lighting, banners, flyers and decals. Any damage to walls or furniture due to unapproved materials will be charged to the exhibitor for the full cost of damages, \$175/per panel.

NOT ALLOWED:

S-hooks:



Clips/Clamps:



Adhesives:



Pins:



- **GES SINTRA HANGERS:** Exhibitors may purchase Sintra Hangers from GES to install their own graphics. This piece fits into top of booth wall. Cost per piece = \$23. Exhibitor will have to supply their own adhesive to attach graphic to this piece. Booths without walls will not be able to use these.



- **PERMITTED DOUBLE-SIDED ADHESIVE – [Link](#).** If using this adhesive you may be requested to provide proof that an approved material is being used. Use of unapproved materials will result in damage fees (\$175/per panel).

NEWLY ALLOWED:

Approved Adhesive: **GES Attachments:**
(click photo for direct link)



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- **LIGHTING:** Exhibitors who wish to bring in their own lights must submit a request to Sales Representative for approval and order labor through JAKE online ordering. Lighting must remain below 8', may not be attached to booth walls or framework, must be directed toward booth interior, and may not be distracting or uncomfortably bright. No umbrella lights, halogen lights, or floor tripod lighting is allowed. Neon lighting is prohibited on booth exterior walls but allowed inside booth walls. Show Management reserves the right to request on-site adjustments to exhibitor-supplied lighting. Additional LED Parcan lighting and labor to install lighting can be ordered via [JAKE online ordering](#).

NOT ALLOWED:

Umbrella Lights:



Lights on tripods:

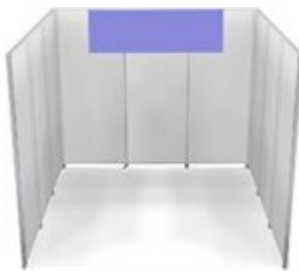
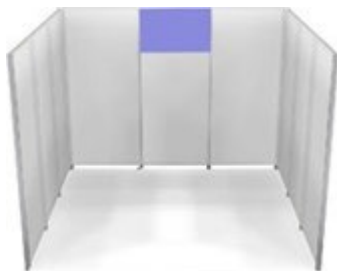


Halogen Lights:



- **BOOTH GRAPHICS:** Cardboard, foamcore, falcon-board and partial wall header graphics are NOT allowed. Please see the [GES Graphics Ordering](#) page to learn more about graphic ordering options. All graphics must be professionally printed, in good condition, and affixed using approved methods. Partial graphics, depicted below, are not allowed. Please see the [COTERIE Graphics & Signage](#) document to learn more.

NOT ALLOWED:



- **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.
- **ELECTRICAL:** Your (1) 500W outlet will be dropped in the center back of your booth. If you would like different placement, please reach out to Show Management as there may be additional charges to distribute electrical. **This wattage is not suitable for clothing steamers:** additional wattage can be ordered through Javits Center [JAKE online ordering](#).

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- **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**.
- **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, signage or special design elements. Please see previous rules for specific information on what is and is not allowed.
- **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/open. Corner booths will have a ½ meter return for support. If you would like the side wall up/closed on your corner booth, please contact your Sales Representative. There may be additional charges.
- **MODELS:** are only permitted inside your booth space. No nudity is allowed.
- **CURTAINS & DRAPE:** are not permitted.
- **FLORAL & SMALL PROPS:** are permitted.
- **PAINTING:** Painting on the premises is strictly prohibited.
- **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 for the remainder of the tradeshow. All monies paid by exhibitor will be forfeited.
- **FIREPROOFING:** All materials used in construction and decoration of an exhibit must be flame retardant. Open flames are not allowed.

Show Management reserves the right to request changes to booths while on show-site.