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
December 2	Contract Deadline COTERIE / MAGIC	Return to Sales Representative
December 12	GES Expresso goes live	GES
January 14	First day shipments will be received at GES warehouse	GES
January 23	EAC Forms	GES
January 23	GES Discount Deadline for All Services (labor, additional booth items, etc.)	GES
TBA	Mannequins/Streamers/Hangers Discount Deadline	D&B Rental Displays Refer to D&B Facebook for promo codes
January 23	**BOOTH PACKAGE DEADLINE** **IMPORTANT NOTE:** Important note: Last day to opt in for package furniture/accessories on GES Expresso. After this day show site rates will apply.	GES ***After January 23 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 swap fees = $69 per piece*
January 29	GES Exhibitor Graphics Ordering Deadline **(No orders will be accepted after this date)**	GES
January 31	Proof of Insurance Due	Exhibitor Insurance Participation
February 5	Cultivated Catering Deadline (Catering)	Cultivated Catering
February 3	Javits Advanced Rate Deadline (Electrical Power, Par Cans, Electrical Labor, Cleaning, Telephone Service, Internet, Data, etc.)	Jake Online Ordering (Javits Center)
February 11	Last day shipments received at GES warehouse Advanced freight deliveries will incur 25% late to warehouse fee after this date	GES
February 11	Final day for GES Expresso Ordering	GES
February 16-18	Exhibitor Freight Shipments Direct to Show Accepted 8am-4pm*	GES
February 17	Exhibitor Move In begins, 8am-6pm	GES

Questions? Please Email:

GES: https://www.ges.com/contact-ges#NSCChatBot or NYFconcierge

Registration: exhibitreg@fashionresource.com

Exhibitor Services: exhibitorsupport@fashionresource.com

MMGNET Customer Experience: (877) 554-4834

COTERIE NEW YORK. MAGIC

FEBRUARY 18-20, 2025 / JACOB JAVITS CONVENTION CENTER

EXHIBITOR ACCESS HOURS:

Monday, February 17	8AM-6PM (Move-in day)	Registration – EAC
Tuesday, February 18	7:30AM-6PM	Show Open! Registration – Exhibitor & EAC
Wednesday, February 19	8AM-6PM	Show Open! Registration – Exhibitor & Attendee
Thursday, February 20	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.

ELECTRIC (JAVITS)

Rates below incl tax. **Discount Deadline February 3, 2025**

Straight Time: $83.85 per half hour, 7:30AM-3PM Monday-Friday
Overtime: $109.95 per half hour 3PM-7:30AM Mon-Fri; Saturdays; Sundays

Outlets	Rate	Rate__
Item	**Pre-deadline**	**Post-deadline**
500 watts	$144	$205.75
1000 watt	$237.75	$339.75
1500 watt	$287.75	$411
2000 watt	$305.75	$436.75

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.

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: January 23, 2025

Straight Time: 8AM-5PM
Mon-Friday

Overtime: 5PM-8AM
Mon-Friday; lunch; Saturdays

Double Time:
Sundays and Holidays (Presidents Day: February 17)

Rate	ST	OT	DT
Advance	$256.52	$360.27	**$433.16**
Regular	$333.30	$468.69	**$563.10**
Show Site	$333.30	$468.69	**$563.10**

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: January 29, 2025

See GES Graphics & Signs for information, sizing, and pricing.

SET UP POLICIES AND CODE OF CONDUCT

CODE OF CONDUCT
https://www.informamarkets.com/en/event-code-of-conduct.html

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.

SHIPPING INFORMATION

ADVANCE SHIPMENT TO GES WAREHOUSE

Exhibiting Company Name COTERIE / MAGIC February 2025
Booth #_____/Hall_____
c/o GES
203 Kuller Road
Clifton, NJ 07011

Advance warehouse shipments can begin arriving **January 14, 2025.**
The last day for warehouse shipments to be received: **February 11, 2025.**
There will be a 25% surcharge for shipments received after February 11, 2025.

DIRECT SHIPMENT TO SHOW SITE

Exhibiting Company Name
COTERIE / MAGIC February 2025
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: **Sunday & Monday February 16-18 (8am-4pm)***
***Though freight is accepted on February 16, this is NOT a move-in day. Exhibitors are responsible for the security of freight and its contents. **Move-in begins on February 17 at 8am.**

SMALL PACKAGE RATE

Packages 25lbs and under starting at $24.60 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

GES Service Desk, level 1

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, of if there are complaints from exhibitors, attendees, or the venue. The owner takes full responsibility of their animal.

SHIPPING INFORMATION

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

Sunday, 2/16	Monday, 2/17	Tuesday, 2/18	Wednesday, 2/19	Thursday, 2/20
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 Thursday, February 20**. 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 17 throughout move-in hours and 4pm-8pm on the final day of the show.

EXCLUSIVE VENDORS

Exhibitors are required to use the below vendors for the services listed below.

ADVANCE WAREHOUSE
GES
Phone: 800.801.0554
Email: nyfconcierge@ges.com
Website: GES Expresso

CATERING
Cultivated
Phone: 212.216.5134
Website: Cultivated Catering

CLEANING
UNITED
Visit the GES Service Desk for cleaning requests – 1C02/03
Phone: 201.584.6026 (text)
Website: Javits Center (Jake)

ELECTRICAL POWER & LABOR, PAR CANS, TRUSSING
JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES
Phone: 877.452.8487
Website: Javits Center (Jake)

INTERNET & PHONE
JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES
Phone: 877.452.8487
Website: Javits Center (Jake)

NON-EXCLUSIVE VENDORS

Exhibitors are welcome to use the vendor of their choice for the services listed in this section.

COMPUTER AUDIO/VISUAL
Shephard AV
Cory Souza
Phone: 702.948.0345
Email: csouza@shephardav.com

SHIPPING
GES
Phone: 800.801.0554
Website: GES Expresso

FURNITURE RENTAL
GES
Phone: 800.801.0554
Website: GES Expresso

BUSINESS CENTER
FEDEX
Phone: 212.216.2900
Email: mgr1280@fedexkinkos.com

MANNEQUINS, STEAMERS, & HANGERS
D&B RENTAL DISPLAYS
Phone: 702.987.5965
Email: db@dbrentaldisplays.com
Website: https://dbmagicnewyork.com/

SECURITY
CITADEL SECURITY
Phone: 718.680.3811
Website: CITADEL

FLOWERS, TREES
SPRING VALLEY FLORAL
Phone: 845.268.7555
Website: www.springvalleyfloral.com

DISPLAY CASES
AMERICAN FIXTURES
Phone: 718.463.2176
Email: orders@americanfixtures.com
Website: www.americanfixture.com

INTERNATIONAL FREIGHT FORWARDERS / CUSTOM BROKERS
PGL
Craig Robare
Phone: 214.533.9201
craig.robare@shippgl.com