

COUTURE

Exhibitor Information

May 31-June 4, 2018 • Wynn Las Vegas • Las Vegas, Nevada

BALLROOM MOVE-IN

Sat., May 26 – Wed., May 30 8:00am to 6:00pm

SHOW DAYS & HOURS

Thursday, May 31 9:30am to 6:00pm

Friday, June 1 9:30am to 6:00pm

Saturday, June 2 9:30am to 6:00pm

Sunday, June 3 9:30am to 6:00pm

Monday, June 4* 9:30am to 4:00pm

***COUTUREtime Ballrooms at Encore will be Closed on Monday, June 4.**

BALLROOM MOVE-OUT

COUTUREtime Ballrooms:

Sunday, June 3 6:00pm to Midnight

Monday, June 4 – Tuesday, June 5 4:00pm to 11:00pm (Tuesday)

BADGE REQUESTS

All registration for COUTURE 2018 is completed online. [Click here](#) and use the COUTURE provided password to register for your badge(s) and make your housing reservations at the Wynn.

From these registration web pages, you can: Review your 2017 booth personnel list and copy to your 2018 badge list, Print/download your list of registered attendees and click on the link to register for Housing, including your comp allotments. If you have any registration questions, please email us at couexh@experient-inc.com

BUSINESS CENTER

A business center offering faxing, copying and light shipping is located within the Wynn Las Vegas. For more information contact the Business Services at 702/770-7000.

CAMERA AND VIDEO EQUIPMENT

The use of cameras or video equipment during the show is strictly prohibited with the exception of authorized press and security personnel. Exhibitors may take pictures of their own salon only prior to show opening.

CHILDREN

Children under the age of 16 are not allowed on the show floor. No exceptions will be made.

CLEAN FLOOR POLICY

Empty cartons and cases must be removed from your ballroom. Cartons may not be stored behind curtains or in your salon. Freeman will provide "empty crate" stickers to affix to boxes, cases and crates. Freeman will store and return them to your salon at show closing. Please note: empties will be returned beginning at 8 PM.

CLEANING

Exhibitors need to contact Freeman to place orders for move in/out trash pick-up and if they want cleaning during show hours. The Wynn cleaners will vacuum nightly, please contact SOA Security to make arrangements for security/staff to be around. It is the responsibility of the Private Ballroom's display house to keep the ballrooms free of any trash or discarded building materials during the move-in. There are dumpsters specific to COUTURE outside the loading dock for disposal.

COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

DEMONSTRATIONS/PROMOTIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.

EARLY EXHIBITOR/BUYER APPOINTMENTS

Any and all early appointments must be approved by show management. Appointments will need to be met at the main registration area and escorted to the ballroom.

ELECTRICAL

All electrical must be ordered through Edlen for the Ballroom Exhibits.

EXHIBIT HALL

All exhibits will be displayed in the ballroom, villa and meeting room spaces at The Wynn & Encore Hotels, located at 3131 Las Vegas Blvd. South, Las Vegas, NV, 89109

EXHIBIT SPACE CONTRACTS AND COMPANY LISTINGS

It is the sole responsibility of the exhibitor to submit a completed exhibit space contract and to provide COUTURE with current company information (i.e. correct spelling of company name, additional listings, address, contact, etc.).

EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

EXHIBITOR FOOD SERVICE

Exhibitors with full access badges have breakfast and lunch included. See onsite signs for food service locations.

FOOD AND BEVERAGE SERVICE

Wynn Las Vegas is the exclusive caterer in the ballroom. The distribution or sale of food and beverages from sources other than Wynn is prohibited.

FREIGHT HOLDS

COUTURE and Freeman reserve the right to hold freight for ANY outstanding balance owed including; salon, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

FREIGHT SHIPPING ADDRESSES - Advance Warehouse Between April 27 – May 22

Company Name _____ Ballroom
C/O FREEMAN
6675 W Sunset Rd.
Las Vegas, NV 89118

Direct Shipments to Exhibit Site Beginning at 1:00pm on May 26

Company Name _____ Ballroom
C/O FREEMAN
Wynn Las Vegas
3131 Las Vegas Boulevard, South
Las Vegas, NV 89109

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HOTEL AND TRAVEL

Book your hotel reservations and register for badges all at the same time. [Click here](#) to register for both.

HOUSING – RESERVATION MODIFY/CANCELLATION POLICY

Your credit card is required for booking, but will not be charged until one month before the show. At that time, you will be charged for the 1st night with your remaining balance charged upon check-in. Cancellations or modifications to a reservation before April 24, 2018 may be done without penalty. Any nights cancelled (including the full stay as well as a reduction in nights) after April 24, 2018 will be charged room and tax to the credit card on file. This cancellation policy also applies to late and early departures and no shows.

INFLATABLES AND BALLOONS

Inflatables are not permitted in the Ballrooms.

INSTALLATION/DISMANTLING BY INDEPENDENT CONTRACTOR

If you choose to employ an outside display house and/or outside contractor other than Freeman, the Official Service Contractor, the outside contractor must provide proof of insurance and certify that they employ union labor. It is important that all exhibitors using outside contractors complete the form within this manual. Failure to notify Show Management of the use of an outside contractor may delay salon installation.

INSURANCE

COUTURE does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see contract back). Exhibitors must maintain insurance that meets the requirements outlined in this manual and on your salon space contract. [Click here](#) to log-in to the exhibitor portal and upload your required insurance certificate.

LABOR

Exhibitors may use full-time company personnel to set-up and tear-down exhibits. If full-time company personnel are utilized, they are required to carry positive company identification, such as: a medical identification card or payroll stub. See the Freeman pages for more details on labor laws.

LIGHT PROJECTION

The projection of light or laser in any form onto any part of the building or other exhibits must be preapproved by Show Management.

MARSHALING YARD

The marshaling yard is a staging area for trucks holding exhibitor's freight until space is available for unloading at the hotel. Contact Freeman at 702/579-1700 for hours, location and directions.

OCCUPANCY

Your ballroom must be staffed and open for business during regular show hours. You may not dismantle your exhibit prior to show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald Expositions trade shows.

PRODUCT GIVE AWAYS

If you intend to give away promotional items or products you must present a receipt to each attendee. Attendees without receipts will not be allowed to remove product from the show floor. The receipt must include your company name, product and a signature. These receipts may be pre-printed.

PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. If you have any questions relating to this subject or would like information on outside advertising, please contact Show Management.

REGISTRATION

See badge requests.

COUTURE WILL NOT MAIL BADGES. YOU MUST PRINT AND BRING YOUR CONFIRMATION EMAIL TO BADGE WILL CALL TO RECEIVE YOUR BADGE. If you have any registration questions, please email us at couexh@experient-inc.com.

SECURITY

COUTURE show management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, Wynn Las Vegas, security contractor, drayage contractor, decorator, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft. To order additional salon security, such as an overnight security guard, see the Security Form in the vendor section of this manual.

SHARING OF EXHIBIT SPACE

Exhibitors may not share ballroom space with another non-contracted or unauthorized manufacturer or distributor.

SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

SOUND

Exhibitors must regulate the level of sound in their ballrooms so as not to inhibit the ability of neighboring exhibitors.

SPECIAL EVENTS

Exhibitors planning to host events, entertainment or parties in their ballrooms during COUTURE must be communicated to show management, and approved by show management if after show hours.

STORAGE

- Storing of any crates, cartons, boxes or other show materials within your ballroom is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates, cartons and boxes must be removed from the exhibitor's ballroom. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit salon number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

TELEPHONE & INTERNET SERVICES

Please note that telephone and internet are not included with your ballroom package. If you require these services, please refer to the vendor order form tab.

USE OF AISLES AND COMMON AREAS

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's ballroom only. All models must remain within the exhibit space at all times. Advertising materials may be handed out within the exhibit space only. Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.