

May 30-June 3, 2019 • Wynn Las Vegas • Las Vegas, Nevada

VILLA MOVE-IN

Tuesday, May 28 (hand carry only) 3:00pm to 6:00pm
 Wednesday, May 29 8:00am to 6:00pm

SHOW DAYS & HOURS

Thursday, May 30 9:30am to 6:00pm
 Friday, May 31 9:30am to 6:00pm
 Saturday, June 1 9:30am to 6:00pm
 Sunday, June 2 9:30am to 6:00pm
 Monday, June 3 9:30am to 4:00pm

VILLA MOVE-OUT

Monday June 3 – Tuesday, June 4 4:00pm to 10:00am

BADGE REQUESTS

[Click here](#) to register for your COUTURE 2019 exhibitor badges. 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 2018 booth personnel list and copy to your 2019 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 Villa, unless you can keep neatly in another room you are not using for your exhibit. If you would like to have these crates/boxes removed from your Villa, Freeman will provide "empty crate" stickers to affix to the boxes. Freeman will store and return them to your salon at show closing. Please note: empties will be returned beginning at 8 PM.

CLEANING

Please note your Villa will be cleaned pre-show for the show open on Friday morning. During the show villa exhibitors can request housekeeping to clean their villa, during regular hours. Cleaning staff is not allowed into your Villa without any one from your company present.

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.

DÉCOR AND CONSTRUCTION

- Villa furniture cannot be removed from the villa. If you would like furniture moved within the suite, you must contact the Wynn to have it moved. Do not move furniture yourself.
- Wall, large displays, and heavy furniture are not permitted inside the villa.
- All items going up to the villa must be able to fit through standard sized doors and a standard elevator. Large crates or items larger than the standard door or elevator openings will need to be broken down outside the Wynn and dollied to the villa.

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 aisles or 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 villa.

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 Villas. 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 RESTRICTIONS

The maximum weight of all exhibitor freight in the villas is 3,500 pounds. All freight must be shipped to the advanced warehouse.

**FREIGHT SHIPPING ADDRESSES - Advance Warehouse
Between April 26- May 22**

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

Direct Shipments to Exhibit Site are not accepted. Please ship to the Freeman advance warehouse or hand carry your items in beginning on May 28th at 3pm.

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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.

Please inform show management if a member of your exhibit staff plans to stay in the villa, and who will be checking in to get the keys for your villa.

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 23 may be done without penalty. Any nights cancelled (including the full stay as well as a reduction in nights) after April 23 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 Villas.

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 Villa 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 exhibit space with another non-contracted or unauthorized manufacturer or distributor.

SMOKING

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

SOUND

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

STORAGE

- Storing of any crates, cartons, boxes or other show materials within your Villa 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 Villa. 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.

USE OF AISLES AND COMMON AREAS

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