

EXHIBITOR INFORMATION | FROM A – Z

BADGE REQUESTS

[Click here](#) to register for your COUTURE 2023 exhibitor badges. Use the COUTURE provided password to register for your badge(s) and make your housing reservations at the Wynn.

From the registration pages, you can: Review your 2022 booth personnel list and copy to your 2023 badge list, Print/download your list of registered attendees and click on the link to register for Housing, including your comp allotments.

COUTURE will not mail badges before the show. You must print and bring your confirmation email to show site to receive your show badge. If you have any registration questions, please email us at couexh@maritz.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 salon, 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 salon, Freeman will provide “empty crate” stickers to affix to the boxes. Freeman will store and return them to your salon at show closing.

Please be aware that empty shipping cases are returned to the booths as soon as possible. With limited storage and dock space, this can be a lengthy process. Please plan your flights and other travel plans accordingly, it may be 7 PM before cases are returned.

CLEANING

Please note your salon will be cleaned pre-show for the show open on Thursday morning. Wastebaskets will be emptied each night only if placed outside the salon doorway. Cleaning staff is not allowed into your salon without anyone from your company present.

To Order additional cleaning, use [this order form](#) or order on [FreemanOnline](#).

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 AND 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 salon.

ELECTRICAL

All electrical must be ordered through Freeman.
Freeman Electrical Services Guide & Form: [Click Here](#)
Freeman Track Lighting Guide: [Click Here](#)

EXHIBITOR FOOD SERVICE

Cornerstone Retailers and Full Exhibitor Badges (EX) include access to COUTURE events and meals. Show Only badges (ES) will only have access during show hours to visit the exhibit space. Please plan your catering orders accordingly to accommodate your staff and/or General Retailers. The closest area for breakfast & lunch service is located in the Bollinger Ballroom on the same level as the Cristal Ballroom or the Bandol Ballroom, one level down.

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.).

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, May 1st 2023.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. FreemanOnline provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, it's easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance while at show site from concierge
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

To place online orders, you will be required to enter your unique Username and Password. If this is your first time using FreemanOnline, click on the "Create an Account" link.

To access Freeman Online without using the email link, visit FreemanOnline. If you need assistance with Freeman Online, please call Exhibitor Support at 888.508.5054

Toll Free US and Canada or +1.512.982.4186 Local and International.

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.

HOUSING

Please take a moment to log on to our online registration site [here](#), register your booth staff and book housing. Please note you will need your alphanumeric password to register.

All comp exhibitor housing rooms must be booked by April 4. Staff arrival and departure dates must be finalized (all name & date changes to be final) by **April 18** to avoid penalties. Please contact Maritz Global Events at 864.641.0350 or couexh@maritz.com with any questions or changes.

Please book early! Based on history, we expect the Wynn to sell out of rooms on certain nights by mid-April.

HOUSING – MODIFICATION AND RESERVATION 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 18th may be done without penalty. Any nights cancelled (including the full stay as well as a reduction in nights) after April 18th 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.

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 exhibit space contract. [Click here](#) to log-in to the exhibitor portal and upload your required insurance certificate.

LATE SET-UP

Companies needing to stay in their Salon after noted move-in hours must remain in their designated salon space. In and out access to the room will not be permitted without prior approval.

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.

MARSHALLING YARD

The marshalling yard is a staging area for trucks holding exhibitor's freight until space is available for unloading at the hotel. [Click here for a map](#) of the Marshalling Yard or contact Freeman at 702.579.1700 for hours, location and directions.

MOVE-IN

Tuesday, May 30	12:00 PM – 6:00 PM	
Wednesday, May 31	8:00 AM – 5:30 PM	<i>*To be ready for Preview Night</i>

CLOSED-TOE SHOES ARE REQUIRED FOR MOVE-IN AND MOVE-OUT.

You will not be admitted to the show floor during Move-In wearing open-toed footwear.

MOVE-OUT

Sunday, June 4	6:00 PM – 11:59 PM
Monday, June 5	7:00 AM – 10:00 AM

PLEASE NOTE: Overtime charges for labor will apply after 5 PM on Monday through Friday, and all day on Saturday and Sunday.

PARKING INFORMATION

SELF PARKING

Self-Park garages are located off Las Vegas Blvd. for both Wynn Las Vegas and Encore. Self-parking at the resort is complimentary for all Wynn and Encore guests, subject to availability. Self-Park garages are located just off Las Vegas Blvd. for both Wynn Las Vegas and Encore.

VALET PARKING

Valet parking for Wynn and Encore hotel guests is \$35 per day. Registered Wynn and Encore guests that valet park while on property will have reentry privileges at either Wynn or Encore valet parking areas, subject to availability.

Valet parking for non-hotel guests is \$35 for up to twenty-four (24) hours (no grace period, no reentry). Non-hotel guests will be charged the \$35 fee for each time they use the valet parking and will have no reentry privileges. Valet parking is complimentary for all Tower Suites guests, Private Access guests and current Black Tier Wynn Rewards members. All valet parking is subject to availability.

To retrieve a vehicle from valet, a guest must go to a pay kiosk at the applicable Wynn or Encore Valet parking retrieval area where their vehicle was last dropped off, scan their ticket, and insert their credit card for payment. Once complete, the vehicle request will be sent to the Valet parking team to retrieve their vehicle.

OCCUPANCY

Your salon 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 trade shows.

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.

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 security, such as an overnight security guard, fill out the [Security Guard Order Form](#). Please see the following sections of this kit for additional security information.

SHARING OF EXHIBIT SPACE

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

Please see the following sections of this kit for additional security information.

SHOWCASES

For showcase specifications: [Click Here](#)

To order floor boards for your showcases: [Click Here](#)

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 salons so as not to inhibit the ability of neighboring exhibitors.

STORAGE

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