

EXHIBITOR INFORMATION | FROM A-Z

BADGE REQUESTS

[Click here](#) to register for your COUTURE 2024 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 2023 booth personnel list and copy to your 2024 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 ballroom only prior to show opening.

CARPET AND OTHER FLOORING

All Private Ballrooms are carpeted with the existing hotel carpet. You may order custom carpet or vinyl flooring if desired. Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet. Please refer to [Flooring options on FreemanOnline](#) to order custom carpet for your ballroom.

CHILDREN POLICY

Children under the age of 16 are not allowed on the show floor at any time. 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 ballroom. Freeman will provide “empty crate” stickers to affix to boxes, cases and crates. Freeman will store and return them to your ballroom at show closing. Please note: Empties will be returned beginning at 8 PM.

CLEANING SERVICES

Prior to show open on Thursday, May 30, 2024, cleaning will need to be ordered through Freeman Cleaning or your EAC may perform cleaning tasks themselves. While Show Management has hired United to facilitate trash pickup and removal during load in, it is the exhibiting companies' responsibility to arrange for other light cleaning, such as vacuuming, wiping down fixtures and showcases, to be show ready for opening on Thursday morning, May 30, 2024. Wynn Las Vegas will manage the nightly vacuuming for your Ballroom during show dates only starting Thursday evening, May 30, 2024 through Saturday, June 1, 2024 evening. You will need to confirm a nightly time direct with the hotel and security must be present in the space in order for vacuuming to be completed. [Click Here to order additional cleaning through Freeman.](#)

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 ballroom. Please be sure all your guests have badges and matching government issued photo ID.

ELECTRICAL & LIGHTING

All electrical & lighting must be ordered through Edlen.

To Order: [Click Here](#)

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.).

EXHIBITOR FOOD SERVICE

Exhibitors with full access badges have breakfast and lunch included.

The nearest food service will be located in the Bandol Ballroom.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, May 1st 2024.

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.

FOOD AND BEVERAGE SERVICE

Wynn Las Vegas is the exclusive caterer in the exhibit hall. 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. 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 3. Staff arrival and departure dates must be finalized (all name & date changes to be final) by **April 16** 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 by early April.

HOUSING – MODIFICATION AND RESERVATION POLICY

Your credit card is required for booking but will not be charged until you check in. Cancellations or modifications to a reservation before April 16th may be done without penalty. Any nights cancelled (including the full stay as well as a reduction in nights) after April 16th 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 AN 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 ballroom 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](#) for a Sample Insurance Certificate (COI). We suggest sending this to your insurance agent a reference.

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

[Click here](#) for a guide to help you log in and navigate the Exhibitor Console

INTERNET SERVICES

Please note that telephone and internet are not included with your ballroom package. Although there will be basic WIFI throughout the exhibit space including the Ballrooms. To order personal internet services, [click here](#).

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 and location.

MOVE-IN INFORMATION

Saturday May 25	12:00 PM - 8:00 PM
Sunday May 26	8:00 AM - 6:00 PM
Monday May 27	8:00 AM - 6:00 PM
Tuesday May 28	8:00 AM - 6:00 PM
Wednesday May 29	8:00 AM - 6:00 PM

It is advised that during move-in you do not leave jewelry in your ballroom that is not secured inside of a safe.

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 INFORMATION

Sunday June 2	4:00 PM – 11:59 PM
Monday June 3	7:00 AM – 8:00 PM

All exhibitor materials must be removed from the Ballroom by this time, no exceptions.

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

- Freeman will begin returning empty containers at show close. The entire process will take 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Monday, June 3, at 8:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by 4:00 PM by Monday, June 3. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and Ballroom ID when making arrangements for shipping your exhibit at the close of the show.

PARKING

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 \$40 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 is complimentary for all Tower Suites guests.

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.

SHARING OF EXHIBIT SPACE

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

SMOKING

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

SOUND

Exhibitors must regulate the level of sound in their ballroom 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 and approved by Show Management.

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 ballroom 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 ballroom only. All models must remain within the ballroom space at all times. Advertising materials may be handed out within the ballroom space only. Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.