

# COUTURE

MAY 29 | 6PM – JUNE 2, 2024  
WYNN LAS VEGAS

## SALON EXHIBITOR SERVICE MANUAL

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**Welcome** to the COUTURE 2024 Salon Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at COUTURE. In this guide, you will find schedules and deadlines as well as links to additional information, online ordering sites, and order forms are included within the guide for your convenience.

The **Main Menu** is designed so that by simply clicking on a topic, you will automatically be transported to that section of the manual. Also, each page within the main menu includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

## GENERAL INFORMATION

## DATES &amp; TIMES

## MOVE-IN

Tuesday, May 28	12:00 PM – 6:00 PM	
Wednesday, May 29	8:00 AM – 6:00 PM	<i>*To be ready for the Opening Night Event</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.

## SHOW DATES

Wednesday May 29	6:00 PM – 8:30 PM	Opening Night Event
Thursday, May 30	9:00 AM – 6:00 PM	
Friday, May 31	9:00 AM – 6:00 PM	
Saturday, June 1	9:00 AM – 6:00 PM	
Sunday, June 2	9:00 AM – 4:00 PM	

## VENUE LOCATION

**Wynn Las Vegas**  
3131 S Las Vegas Blvd  
Las Vegas, Nevada

## SPECIAL EVENTS

Opening Night Event	Wednesday, May 29	6:00 – 8:30 PM	Salon & Ballroom Exhibits   <i>Casual Attire</i>
Party by the Pool	Thursday, May 30	7:00 – 10:00 PM	Sunset Pool   <i>Resort Attire</i>
COUTURE Design Awards	Saturday, June 1	6:30 – 9:30 PM	Encore Theater   <i>Business Attire</i>

## MOVE-OUT

Sunday, June 2	4:00 PM – 11:59 PM
Monday, June 3	<i>With Approval</i>

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

## ONSITE REGISTRATION HOURS

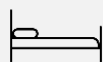
COUTURE will not mail badges before the show. You must print and bring your confirmation email to show site to receive your show badge.

Tuesday, May 28	12:00 PM – 6:00 PM	Friday, May 31	8:00 AM – 6:00 PM
Wednesday, May 29	7:30 AM – 8:30 PM	Saturday, June 1	8:00 AM – 6:00 PM
Thursday, May 30	8:00 AM – 7:00 PM	Sunday, June 2	8:00 AM – 4:00 PM

## SHOW VENDOR DEADLINES &amp; INFORMATION

Mid  
March

COUTURE Design Awards Submissions Open



April 3

Last Day to Book Complimentary Hotel Rooms as Per Your Contract  
[Exhibitor Registration Site](#)

April 5

Submit Salon Showcase Selection and Submit Your Company Name for Salon Plaque  
[Electronic Form](#)

April 5

Order Additional Showcases Through American Fixture  
[PDF Order Form & Catalog](#) | [Online Order Site](#)

April 12

Discount Deadline For Structural Changes and Graphics  
[Review Salon Structural Packages Here](#)  
[Upgrade Showcase Graphics](#) | [Upgrade Salon Graphics](#)

April 16

Last Day to Cancel or Change Hotel Reservations  
[Exhibitor Hotel Booking Site](#)

April 23

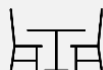
Last Day to Purchase Directory Ads



April 25

Last day to submit Brand Listing Image for the Directory  
*Images are only needed for brands who are not participating in the lookbook*

April 25

Shipments Accepted at Advance Warehouse (Beginning Date)  
[Warehouse Shipping Label](#)

April 29

Freeman Discount Deadline to Order Additional Lighting, Electricity, Furnishings and More  
[FreemanOnline](#) | [Salon Specifications & Packages](#)  
[Lighting](#) | [Electrical](#) | [Salon Package Table & Chair Order Form](#) | [Flooring](#)

April 29

Last Day to Enter Your Submissions for COUTURE Design Awards

*Continue to next page*



May 3

Final Deadline for Structural Changes &amp; Graphics

\* No additional changes allowed May 4<sup>th</sup> through show open.[Review Salon Structural Packages Here](#)[Upgrade Showcase Graphics](#) | [Upgrade Salon Graphics](#)

May 10

Deadline to Upload Certificate of Insurance (COI) and Submit EAC Form

[Exhibitor Console](#) | [Exhibitor Console Instructional Guide](#)

May 15

Enroll in Free Jewelers Mutual Exhibitor Insurance Program

Via Email from [Genevra.Rao@EmeraldX.com](mailto:Genevra.Rao@EmeraldX.com)

May 21

Deadline for Packages to Be Received at Advance Warehouse

[Warehouse Shipping Label](#)

May 23

Last Day To Submit An Image For Design Awards Submissions



May 28

Shipments to Show Site Accepted - *Packages cannot be received prior to May 28*[Show Site Shipping Label](#)

Pre-Show

Register Exhibitor Personnel and Review your Exhibitor Console Profile

[Salon Staff Registration](#) | [Exhibitor Console](#)

## SHOW VENDORS

### Audio-Visual

Wynn Las Vegas

Tel.: 702.770.2860

[AV Price Guide](#)[Internet Order Form](#)

### Printer/Copier/Fax Rental

Wynn Las Vegas

Tel.: 702.450.0046

### Data Services/Internet

Wynn Las Vegas

Tel.: 702.770.2737

[Order Form](#)

### Safe Rental

Rolland Safe

Tel.: 972.243.3711

[Order Form](#)

### Insurance

**General Liability Coverage**

Marsh/Total Event Insurance

[Order Form](#)

### Floral

Wynn Las Vegas

Tel.: 702.770.2755

[Floral & Plant Order Form](#)

### Decorator

Freeman

6555 West Sunset Rd

Las Vegas, NV 89118

Tel.: 702.579.1700

[Freeman Online](#)

### Surveillance Cameras

Security Technology Bureau

[info@sectecbureau.com](mailto:info@sectecbureau.com)[CCTV Order Form](#)

### Private Guard/Vaulting

SOA Security

Tel.: 702.386.8065

[Order Form](#)

### Showcase Rental

American Fixture

Tel.: 718.463.2176

[Order Form](#)

### Telephone Rental

Wynn Las Vegas

Tel.: 702.770.2330

[Order Form](#)

### Models

Brand Modeling

Tel.: 714.850.1158

[crystal@brandtalent.net](mailto:crystal@brandtalent.net)[Model Information](#)

## EVENT SALES

**Gannon Brousseau**

Executive Vice President

[gannon.brousseau@theCOUTUREshow.com](mailto:gannon.brousseau@theCOUTUREshow.com)

Tel.: 646.668.3788

**Elana Cutler**

Show Manager

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**Morgan Miller**

Sales Director

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Fax: +39.024.8517940

**Alessandra Arati**

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Fax: +39.024.8517940

## OVERALL EVENT LOGISTICS

**Genevra Rao**

Operations Director

[genevra.rao@emeraldx.com](mailto:genevra.rao@emeraldx.com)**Jill Hickie**

Operations Director

[jill.hickie@emeraldx.com](mailto:jill.hickie@emeraldx.com)

Villa &amp; Private Ballrooms

**Maliah Vivanco**

Operations Manager

[maliah.vivanco@emeraldx.com](mailto:maliah.vivanco@emeraldx.com)

Salons &amp; Design Atelier

**Housing or Registration**

Maritz Global Events

Tel: 864.641.0350

[couexh@martiz.com](mailto:couexh@martiz.com)

## INSURANCE

COUTURE does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to COUTURE before the show.

An exhibitor shall, at their own expense, secure and maintain through the terms of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading, and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e., POV area.

Comprehensive General Liability insurance policies shall name as additional insured, Emerald (Show Management), The Wynn Las Vegas (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following **MUST** be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – COUTURE, The Wynn Las Vegas, and Freeman and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates May 25<sup>th</sup> to June 3<sup>rd</sup>.

***Certificate Holder Information should be listed as:***

Emerald X / COUTURE 2024  
100 Broadway, 14th Floor  
New York, NY 10005  
Attn: Genevra Rao

**REPORTING:** In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

**Submit your insurance documents online through your Exhibitor Console.**

Be sure the name of the attachment reflects the name of the insured exhibiting company.

**NEED GENERAL LIABILITY INSURANCE?**

Total Event Insurance offers General Liability Insurance for \$65 plus tax.

[Order Insurance Here](#)

# SHIPPING INFORMATION

## SHIPPING LABELS

### ADVANCE SHIPPING WAREHOUSE ADDRESS

**MUST BE RECEIVED BETWEEN**

**APRIL 25<sup>TH</sup> - MAY 21<sup>ST</sup>**

Exhibiting Company Name / Salon \_\_\_\_\_

COUTURE 2024

C/O Freeman

6675 West Sunset Road

Las Vegas, NV 89118

*Delivery Accepted M-F, 7 AM – 2:30 PM*

[Click to Download Warehouse Shipping Label](#)

### DIRECT TO SHOW SITE ADDRESS

**MUST BE RECEIVED AFTER MAY 28<sup>TH</sup>**

Exhibiting Company Name / Salon \_\_\_\_\_

COUTURE 2024

C/O Freeman

Wynn Las Vegas Resort

3131 Las Vegas Blvd S

Las Vegas, NV 89109

[Click to Download Show Site Shipping Label](#)

If required, provide your carrier with this phone number: 888.508.5054.

### SHIPPING TO THE ADVANCED WAREHOUSE

Material arriving at the warehouse after May 21<sup>st</sup> will be received with an additional after-deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L.

### SHIPPING TO THE WYNN

Freeman will only receive shipments at the Wynn beginning Saturday, May 25, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments.

### MARSHALING YARD

This show will be marshalled. Please refer to the [Marshalling Yard Map & Directions](#).

### MATERIAL HANDLING CHARGES

Any materials received by Freeman are subject to [Material Handling Charges](#) and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling page for charges for the service.

- [Click Here for a Complete Shipping & Material Handling Checklist](#)
- [Click Here for Additional Shipping Information and Answers to FAQs](#)

## INTERNATIONAL SHIPPING INSTRUCTIONS

The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to Veronica Gomez: Tel: 908.355.8900 | Fax: 908.355.8883  
E-Mail: [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com) | Link: [PIBL International Shipping Instruction Manual](#)

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## SHIPMENT PROCEDURE DURING MOVE-OUT

Sunday, June 2                      4:00 PM – 11:59 PM

Monday, June 3                      With Approval.

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

- FREEMAN WILL BEGIN RETURNING EMPTY CONTAINERS AT **6:00 PM ON SUNDAY, JUNE 2, 2024**.  
REMOVAL OF JEWELRY SHOULD BE DONE ON **SUNDAY, JUNE 2, 2024 FROM 4:00 PM TO 6:00 PM**.
- All exhibitor materials must be removed from the exhibit facility by **Sunday, June 2, 2024 at 11:59 PM**, unless special allowances have been made and approved by Show Management..
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Sunday, June 2, 2024 at 10:00 PM**. 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.

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## POST SHOW PAPERWORK AND LABELS

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 booth number when making arrangements for shipping your exhibit at the close of the show.

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## EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.



## EXHIBITOR APPOINTED CONTRACTOR INFORMATION

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC/I&D form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in The Wynn Las Vegas. Contractors must adhere to all rules and regulations of COUTURE, The Wynn Las Vegas, and the local unions.

All contracted personnel must check-in at Exhibitor Registration

before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work. The EAC will not solicit business at the event and must always wear badges. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Wynn Las Vegas (Facility), Emerald (Show Management), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site. Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

Any exhibitor, or their contractor, who has any questions on the foregoing rules is asked to email the below contact.

Overall Operational Questions - Genevra Rao at [Genevra.Rao@emeraldx.com](mailto:Genevra.Rao@emeraldx.com)

Villas & Ballrooms - Jill Hickle at [Jill.Hickle@emeraldx.com](mailto:Jill.Hickle@emeraldx.com)

Salons - Maliah Vivanco at [Maliah.Vivanco@emeraldx.com](mailto:Maliah.Vivanco@emeraldx.com)

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC/I&D form in the [Exhibitor Console](#) by May 10<sup>th</sup>.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

## EXHIBITOR INFORMATION | FROM A – Z

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### 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](mailto:couexh@maritz.com).

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### 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.

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### 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.

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### CARPET AND OTHER FLOORING

All Salons 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.

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### CHILDREN POLICY

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

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### 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, Freeman will not return cases until after 6 PM.

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### 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 are not allowed into your salon without anyone from your company present. [Click Here to order additional cleaning through Freeman.](#)

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### 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.

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## 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.

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## 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.

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## ELECTRICAL

Electrical for showcases and the lights in your salon is included. Any other items requiring electricity, such as computers, televisions, equipment, etc., will require an additional electrical order.

[Click Here to Order Electrical Outlets and Electrical Equipment from Freeman](#)

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## 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.

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## 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.).

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## FLOOR COVERING INFORMATION

Click [here](#) to view flooring options from Freeman.

If you have custom flooring being installed in your Salon by any vendor other than Freeman, please read [this page](#) completely as it contains important information you need to know about rules, regulations and options for your salon floor at the COUTURE event.

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## FREEMANONLINE®

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, April 29<sup>th</sup> 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.

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.

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## FREIGHT HOLDS

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

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## 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 March 5.** 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](mailto:couexh@maritz.com) with any questions or changes.

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

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## 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 16<sup>th</sup> may be done without penalty. Any nights cancelled (including the full stay as well as a reduction in nights) after April 16<sup>th</sup> 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.

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## INFLATABLES AND BALLOONS

Inflatables are not permitted in Salons.

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## 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.

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## 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.

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## LATE SET-UP

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

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## 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.

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## 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 888.508.5054 for hours, location and directions.

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## MOVE-IN

Tuesday, May 28                      12:00 PM – 6:00 PM

Wednesday, May 29                8:00 AM – 6:00 PM                *\*To be ready for Opening Night*

**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.

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## MOVE-OUT

Sunday, June 2                      4:00 PM – 11:59 PM

Monday, June 3                      *With Approval*

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

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## 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 \$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.

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## OCCUPANCY IN YOUR SALON

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.

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## 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 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.**

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## 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.**

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## SHOWCASES

For showcase specifications: [Click Here](#)

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

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## SMOKING

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

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## SOUND

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

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## 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 "EMPTY" 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.

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## 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.

## SECURITY INFORMATION

COUTURE Show Management makes every effort to protect 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, The Wynn Las Vegas, agents nor employees assumes any responsibility for such property, loss, or theft.

**Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.**

Small electronic equipment such as video players, monitors, jewelry, small electronics, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

**When shipping your equipment, do not list contents on the outside of crates or cartons.**

Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

**One of the most important concerns of COUTURE is the security of the exhibit areas during set-up, show hours, non-show hours, and dismantling.**

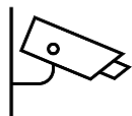
Security is provided for the exhibit areas and vaults are in place for merchandise storage during non-show hours. However, security personnel can only function in a general capacity. The safekeeping of your exhibit material and merchandise can only be assured by you and your staff.

**The show security force cannot and should not be relied upon by exhibitors to provide more than a presence to inhibit theft.**

COUTURE hereby gives formal notice that the show and its management, its agents and official vendors neither offer nor accept responsibility for exhibitors' property of any kind, unless it is placed in the care and custody of an official vendor as evidenced by a signed receipt of that official vendor. Prevent losses by making certain your personnel are security conscious!



TO ORDER **PRIVATE SECURITY GUARDS** FOR YOUR SALON [CLICK HERE](#)



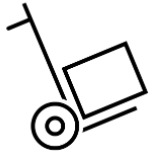
TO ORDER **SECURITY CAMERAS** FOR YOUR SALON [CLICK HERE](#)



TO ORDER **A SAFE** FOR YOUR SALON [CLICK HERE](#)

## SECURITY TIPS AND INFORMATION *CONTINUED*

### PROTECT YOUR MERCHANDISE DURING MOVE-IN & MOVE-OUT



**Personnel from your company should always be present at your exhibit space during the vulnerable move-in and move-out periods.**

Never leave your merchandise unattended. Freight doors throughout the building are open, various vendor staff are moving throughout exhibit areas with materials, and personnel are working in exhibit areas creating additional security risks. The show's security force is not responsible for individual displays. YOU are responsible for the protection of your own exhibit when your merchandise is being unpacked or repacked, as well as all other times during the show.

Do not leave your exhibit space during set-up or breakdown periods. It is during these vulnerable periods that most problems are encountered. At the close of the show, immediately remove all merchandise and be certain advance arrangements have been made for the dismantling, packing and removal of custom displays.

### ALWAYS BE AWARE OF SHOPLIFTING



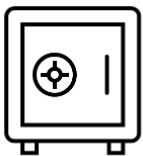
**The Primary Cause of Losses Is Shoplifting.**

If you are the victim of pilferage or observe someone shoplifting merchandise, immediately report it to the Security Headquarters Office by calling 702.491.2733. The security supervisor will quickly respond and see to it that all necessary reports are completed.

**You Can Prevent Shoplifting:**

- Have enough people to properly staff your exhibit space during peak traffic times.
- Do not display too much merchandise at one time.
- Report any instances you think might pose a security problem to guards or show officials. Report people in exhibit areas without proper badges, no badge at all or anyone you may know to be registered improperly.
- Never show merchandise to anyone without a badge.
- Use our complimentary vaults overnight to securely store your merchandise. Do not drape off your booth after show close and leave all your merchandise out or under a sheet.

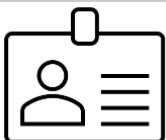
### UTILIZE SAFES, VAULTS, AND PRIVATE GUARD SERVICES



**Use the vault facilities at night for your merchandise. Do not leave any jewelry in your showcases overnight, unless you have private guard service.**

Exhibitors who require private guards must employ the official security contractor. It is essential to overall security that the official contractor handles the employment of all guards. The use of unauthorized guards, armed or unarmed, is strictly prohibited. Exhibitors who do not comply will be in violation of their Agreement for Exhibit Space and will run the risk of being closed and removed from the show. Vault Hours Schedule is located on the following page.

### ID CHECK AT SHOW ENTRANCE



In order to create a safe and secure selling environment for the COUTURE community, we will be checking all COUTURE badges against government-issued ID for anyone entering the show at all times throughout our event, including on set-up days. Please be prepared to bring a physical copy of an ID with you whenever you enter the show floor.



## VAULT PROCEDURES

A vault area (secure room) is provided for storage of merchandise from one day prior to Show opening until the afternoon following the close of the Show. The vault is manned by carefully selected armed personnel. While all merchandise is carefully handled, it is essential that you make certain the locks on all pieces checked into the vault are closed and secure. Cardboard cartons or other means of packaging will not be accepted at the vault.

The hours of the vault (subject to change) are detailed in this section. Your exhibitor badge must be worn and visible when storing and withdrawing your merchandise at the vault. Merchandise will not be accepted at or relinquished from the vault without an exhibitor badge.

1. Go to Registration and pick-up your badge.

**YOU MUST PICK UP YOUR BADGE BEFORE ADDING OR REMOVING MERCHANDISE FROM THE VAULT.**

2. During vault check-in you will be issued a numbered vault claim check. One part is attached to your bag/case, another is the redemption portion that is handed to you for receipt of your merchandise. Keep the redemption check in order to pick up your merchandise.

3. In the morning, proceed to the vault with your redemption check and exhibitor badge to withdraw your merchandise. No merchandise will be released without a redemption check, show badge and signature.

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### SECURITY NOTES

- Exhibitors will need official government issued photo ID's, along with a COUTURE issued badge, to enter the event floor and for access to the COUTURE vaults. Personal ID, along with a matching COUTURE Badge, will be systematically checked at the entrances and exits. Both ID's must have identical names to gain access to the event floor or vaults.
- No merchandise will be released without a redemption check, show badge, and signature comparison.

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### VAULT HOURS SCHEDULE

The vault is accessible only during the hours specified below. Please be sure to get to the vault in sufficient time to meet opening schedules. Please note that armored deliveries will not be permitted until Wednesday May 29<sup>th</sup>.

Day	Check In	Check Out
Tuesday, May 28	No Vault Service	No Vault Service
Wednesday, May 29	8:00 AM	By 9:00 AM, the Following Day
Thursday, May 30	6:30 PM	By 9:00 AM, the Following Day
Friday, May 31	6:30 PM	By 9:00 AM, the Following Day
Saturday, June 1	6:30 PM	By 9:00 AM, the Following Day
Sunday, June 2	<b>**After Show Close -- Contact COUTURE Security Team</b>	

Please note that the vault will be closed during show hours each day. It will reopen upon the closing of the show floor daily.

**ALL MERCHANDISE MUST BE REMOVED FROM THE VAULT BY 9:00 AM EACH DAY**

## STAFF BADGE REGISTRATION

**COUTURE WILL NOT MAIL BADGES. YOU MUST PRINT AND BRING YOUR CONFIRMATION EMAIL AND PHOTO ID TO WILL-CALL TO RECEIVE YOUR BADGE.**

Avoid long lines by pre-registering for your badges prior to the show.

The main contact (who signed the Exhibit Space Agreement) for each exhibiting company will receive a confirmation email, including the link to register and the company password, after Show Management receives the Exhibit Space contract. Buyers will not be admitted on the show floor prior to the official show opening.

[Click here](#) to go to the COUTURE Exhibitor Registration Portal to register for your staff badges.

Locate your company by typing in the first few letters then key in your company password which was emailed to the main contact from your company as stated on your contract. Please allow two weeks after receiving your ballroom confirmation for your company to appear in the dropdown.

If you have any registration questions, please email us at [couexh@maritz.com](mailto:couexh@maritz.com). For general show questions please visit our website, or for booth questions contact your COUTURE account executive directly.

From your registration home page, you can:

- Register new staff or from the past show
- Print/download your list of registered staff
- Send confirmation emails to your registered staff
- Book hotel rooms

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### ADDITIONAL BADGES:

**Daily:** \$450 Includes breakfast; lunch; all day beverages; and any evening function for that particular day.

**4 Day Pass:** \$1600 Includes daily breakfast; daily lunch; all day beverages; and access to all evening functions.

Exhibitors are required to have a photo ID on them at all times throughout the show and will need to show their ID in order to enter the hall before and after show hours.

## ONSITE REGISTRATION HOURS

Tuesday, May 28	12:00 PM – 6:00 PM
Wednesday, May 29	7:30 AM – 8:30 PM
Thursday, May 30	8:00 AM – 7:00 PM

Friday, May 31	8:00 AM – 6:00 PM
Saturday, June 1	8:00 AM – 6:00 PM
Sunday, June 2	8:00 AM – 4:00 PM

# RULES & REGULATIONS

In addition to the Terms & Conditions of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official Show Management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official Show Management badge.
- No one under the age of 16 is permitted on the exhibition floor at any time. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of Show Management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## 2. Advertising

- Exhibitor shall not, without the written consent of Show Management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show Management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of COUTURE".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from Show Management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and Show Management fines.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## 4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## 5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

## 6. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show Management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be

ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of Show Management.

#### **7. Booth and/or Material Abandonment**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of Show Management to remove the abandoned materials to ensure that Show Management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management and the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

#### **8. Building Regulations and Care of the Facility**

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

#### **9. Demonstrations**

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from Show Management for any activities in question prior to the show.

#### **10. Environmental Laws/OSHA Regulations**

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

#### **11. Excessive Trash**

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

#### **12. Forklifts**

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

#### **13. Exhibit Design**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to Show Management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

#### **15. Exhibitor Registration & Badges**

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move-in, move-out and official show hours.

#### **16. Fire Protection/Fire Marshal Requirements**

All exhibit spaces must be in full compliance with all facility, fire marshal, Show Management, and exhibit guidelines including all local, state and federal laws.

- **Fire and Safety**

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of Show Management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
- Flammable and Toxic Materials
- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

**17. Food & Beverage Sampling**

The Wynn is the exclusive caterer at COUTURE. If you would like to arrange any special events with catering within your exhibit space, please use [this form to order](#).

**18. Freight Holds**

Show Management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**19. Hospitality & Networking Events by Exhibitors**

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to Show Management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of Show Management. If an activity is held without approval, Show Management reserves the right to exclude the exhibitor from future events.

**20. Install/Dismantle**

- Installation and Dismantlement
  - Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
  - Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
  - No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
  - All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show Management will notify exhibitor of official dates, times and any changes.)
  - Show Management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.
- Labor
  - Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.

- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

**21.**

Show Management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workers' compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

**22. Literature Distribution/Giveaways**

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of Show Management.
- Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by Show Management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time.

**23. Material Handling & Storage**

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

**24. Paging & Announcements**

Show Management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

**25. Photography/Video Recording**

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from Show Management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from Show Management.
- Conference sessions may not be photographed, or video/audio recorded.

**26. Raffles, Drawings and Contests**

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

**27. Sales from Exhibitors' Booths**

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

**28. Security**

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- COUTURE Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide 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, the Wynn, SOA Security, Freeman, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft.

To order additional exhibit security, such as an overnight security guard, see the Private Security Guard Form under the Optional Service Vendor Order Forms section of this manual.

### 29. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

### 30. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of Show Management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

### 31. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

### 32. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the exhibit facility without the permission of Show Management are in violation of this clause.

### 33. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration