

FSNYE

FOOTWEAR SHOW NEW YORK EXPO

Show Dates: November 29- December 1, 2022
Show Hours: Monday and Tuesday 9:00 am-6:00 pm
Show Hours: Wednesday 9:00 am-4:00 pm
Set-up/Check-in: Monday, November 28th after 3:00 pm

Footwear Show New York Expo (FSNYE)
Phyllis Rein, President | Tel: 917.828.7092 | prein@fsnye.com

I. REGISTRATION/CHECK-IN

- A. The Park Lane New York (Hotel) is located at 36 Central Park South between 5th & 6th Aves., at 59th Street. Tel: 212.371.4000. Exhibitor room registration is on **Monday, November 28, 2022**, located at the Hotel's Front Desk. **Check-in begins at 3:00 pm.** *If you would like to check-in a day early, Sunday November 27th, please send email request ASAP to Phyllis Rein prein@fsnye.com to check availability and rate.*
- B. Upon alerting Registration Staff that you are an exhibitor with FSNYE please advise them of your assigned Exhibit Room, so that you will be given the appropriate room key. Please note that a maximum of two keys will be issued per Exhibit Room. Additional keys provided upon request.
- C. Each Company will have their credit card swiped for a supplementary \$150.00 charge per day. The voucher will be used for any hotel's ancillary charges, telephone, room service, room damage deposit, etc. Before any of your contractors (delivery people, porters, display personnel, or show staff) can gain admission to your assigned exhibit room at the Park Lane New York a credit card must be on file. Please note: Authorization to enter Exhibit Rooms will not be granted to anyone until this procedure is completed, and credit card authorizations over the telephone will not be accepted.
- D. "NO SHOWS" or cancellation of rooms will still be charged the exhibition fees + 4 room nights. NO REFUNDS!
- E. Merchandise liability, as well as confirmation of understanding of points outlined in this memorandum will require a signature before keys will be provided.

II. SHIPPING / STORAGE- **Note Hotel Services Fees**

All packages must arrive prepaid, or they will not be accepted. Packages will not be accepted earlier than five (5) business days prior to the first day of the event. Please make sure to mark boxes with the name and address of the hotel, plus your company name and room number.

Package Handling pricing for individual hotel guests:

0 lbs. – 10 lbs. \$10.00

11 lbs. – 25 lbs. \$25.00

26 lbs. and above \$50.00

If any packages need to be delivered to a guest room, there is an additional charge of \$5.00 for a small and \$8.00 for a large package.

SHIPPING DIRECTLY TO PARK LANE NEW YORK HOTEL. (No shipments are to arrive at Park Lane New York prior to Monday, November 21st, 2022)

The name on the packages must match the name of the registered guest(s) to be accepted and delivered. Otherwise, it will be Returned to Sender. If a package arrives for a registered guest who has checked out of the hotel, the package will be Returned to Sender the next day.

PLEASE SHIP TO:

Person in Charge (Name of person who will be on site)

Company Name

FSNYE Show / Room #

Park Lane New York Hotel

33 West 58th Street

New York, NY 10019

ATTN: Lorena Gutierrez

646.983.5452

SHIPMENTS FOR BOXES OR PALLETS FOR EARLY ARRIVAL, SHIP DIRECTLY TO SPRINGBOARD

DESIGN- Email Michael McKnight (mmcknight@springboarddesign.com) with box count and expected delivery date for arrival.

(Cutoff date for receiving shipments at Springboard Design Warehouse Monday, November 14th, 2022) FEES APPLY

PLEASE SHIP TO: **New Address!**

Person in Charge (Name of person who will be on site)

Company Name

FSNYE Show / Room #

C/O Springboard Design / Park Lane New York Hotel

300 Van Dale Road

West Hurley, NY 12491

347.527.0408

III. FRONT ENTRANCE SCHEDULE

Monday, November 28th after 3:00 pm

- A. Companies bringing in merchandise packed in suitcases or display cases ONLY may use the passenger elevator and bypass the freight elevators. Items that are wheeled trunks over 4 feet high, and all other display material, must be brought through the freight entrance.

- B. The designated freight entrance is on 33rd West 58th Street, New York. Please contact Lorena Gutierrez at 212.521.6222 before Wednesday, November 16, 2022 to schedule all deliveries to be made through the freight entrance.
- C. Truckers must supply their own dollies and rolling racks to move trunks and boxes through freight entrances. The Park Lane New York will be unable to make enough dollies available, and it is mandatory that all freight be transported on wheels.

IV. ARRIVAL SCHEDULE

ARRIVAL CHECK-IN SCHEDULE WILL BE ENFORCED BY THE PARK LANE HOTEL. Please note check-in time is 3:00 pm. If you are arriving from out of town and have specific time constraints, you must notify the Front Desk prior to check-in and the hotel staff will do their best to accommodate your needs.

V. THE PORTERS

Park Lane New York bellmen/porters will be available to assist you upon your arrival at the hotel on Monday, November 28th until 9:00 pm. This will expedite the moving of your displays, garment bags, boxes, etc., to your Exhibit Room. Guest's luggage and cases are the only items that will be accepted through the front entrance. Please note that the porters will not take the place of your private moving company but will greatly assist in facilitating the operation (their task is to direct/accelerate traffic of displays to exhibit rooms).

VI. EXHIBITORS' CHECKOUT: Friday, December 2nd by 12 noon.

Please note the scheduled move out and plan your travel accordingly.

When you are prepared to move, alert hotel staff as follows:

- Via Bellman if going through lobby
 - Via freight elevator please contact package room
- A. Please be advised that The Footwear Show New York Expo officially closes at 4 pm Thursday, December 1, 2022.
 - B. If any room is occupied past 12:00 pm on Friday, December 2nd your company will be charged the equivalent of 1-night stay, at the rate which the hotel sells the room during this season. NO EXCEPTIONS!
 - C. **Before checkout, please make sure trash is properly put in bags provided by the Park Lane New York to avoid additional housekeeping charges. DO NOT PUT TRASH IN HALLWAYS. A trash fine of \$75 will be incurred if boxes/cartons remain in the room.** The Park Lane New York will charge credit card on file for this trash fine.
 - D. Your method of payment has already been established, allowing your company to bypass the official checkout procedure. If you require a paid receipt, of your folio, please go to the front desk prior to check-out to acquire one.

VII. HOUSEKEEPING

- A. It is the responsibility of each exhibiting company to provide gratuity.

- B. Housekeeping begins at 7 am on all show floors as rooms must be cleaned prior to the opening of the show at 9 am. If you turn away service, there is no guarantee housekeeping will return prior to 9 am.**

VIII. ROOM DAMAGES

- A. Upon check-in, if there is a problem with any of the Park Lane New York furnishings in your room, please indicate it on the room damage form provided by show management and contact the front desk. Please submit form to a FSNYE representative.
- B. Please note that a Park Lane New York staff member may wish to inspect your Exhibition Room for any damages cited.

IX. SECURITY

Due to the advanced locking system at The Park Lane New York, Exhibit Rooms do not require double locking by security personnel at the end of each day.

X. DISPLAY REGULATIONS / FIRE CODES

When planning displays, please bear in mind that The Park Lane New York will not permit anything at all to be affixed to the walls with nails, tacks, tape, or adhesive. No hanging of banners or drapes over doorways. Please note that this will be closely monitored by authorized Park Lane New York staff who, during the three show days, will be checking for any damage your display may have caused; subsequently, you will be charged for all damages not recorded on the Room Damage Sheet provided by show management

Please be advised that due to the extreme demand for power in all exhibitor rooms, The Park Lane New York requires strict adherence to the 500-watt limitation per room. It is the exhibitor's responsibility to ensure that overloading of room circuits does not occur. If overloading does occur and circuits are tripped, power draws will have to be rectified or reduced before the circuit will be reset. A second tripping of the circuit will entail an additional charge.

- A. The Park Lane New York prohibits covering or blocking the ventilation units in the rooms, as it hinders the airflow through the premises. In addition, both to promote energy conservation and a comfortable ambiance, the Hotel recommends that the ventilation units be set at a moderate level. Please be advised that the Engineering Department of the hotel will make routine inspections to ensure that every company abides by these ordinances and will not hesitate to dismantle any display found in violation of them. Please be advised opening windows will render your units inoperable.
- B. Please do not set up displays of any kind (i.e large signs, mannequin, shelves, etc.) outside your room, or block the corridors with company signs or any other promotional materials, as it violates NYC Fire Department Regulations that call for unhampered public hallways.

- C. The Park Lane New York is a **100% SMOKE FREE HOTEL**. NO smoking in any guest room or back of the house staircases. **Strict penalties of \$1000.00** per an occurrence will apply.
- D. Any display items used in the Exhibit Rooms must be flame-resistant to comply with New York City Fire Department Regulations. No candles permitted in guestrooms.
- E. Decorating/display material must be removed from the hotel room at the conclusion of the event. Items left behind will be discarded as trash.
- F. Exhibitor product, materials, and boxes are to be removed from hotel within 5-business days of the final show date. Any exhibitor with product, material, or boxes remaining at the Hotel 5-business days of the final show date shall be charged a daily storage fee of \$300.00 per day plus applicable tax which shall be charged prior to release of product, material, or boxes back to exhibitor.

XI. FURNITURE/BED REMOVAL

NO BED or FURNITURE REMOVAL IS PERMITTED

XII. FOOD AND BEVERAGE POLICIES

Please contact Lorena Gutierrez, Conference Service Manager, at 212.521.6222 or email lgutierrez@parklanenewyork.com to coordinate advanced daily food or coffee service 15 days prior to the start of Footwear Show New York Expo. All food and beverage must be obtained from the Park Lane New York. No food and/or beverage of any kind will be permitted to be brought into the Hotel, or any suite used as a hospitality suite.

XIII. LIGHTING AND SHELVING UNITS

Each exhibit room will be provided with (1) pole light with 3 spots and (1) 64" L Double free standing 5 Tier Nesting Shelf Unit (holds 16 shoes per a shelf, 80 total). Additional spotlights and shelving units can be ordered through Springboard Design order form. Springboard Design is the official I & D company and will be available to assist with your lighting and shelving needs for the show. For any questions or to place orders, contact Lisa Rhoads @ 646.879.1276 or via email lrhoads@springboarddesign.com

Thank you,
Show Management

Wishing everyone a Fun, Fabulous and Successful Show!

PARK LANE

COMPANY: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____

SHIP TO:
PARK LANE NEW YORK
ATTENTION: LORENA GUTIERREZ,
DIRECTOR OF EVENT MANAGEMENT
33 WEST 58TH STREET
NEW YORK, NY 10019

HOLD PACKAGE FOR:

EVENT NAME: _____
CONTACT NAME: _____
PHONE: _____
OF BOXES: _____
DATE OF EVENT: _____