

Footwear Shoe New York Expo - Warwick New York Convention Requirement Form: February 3-5, 2020 Monday-Wednesday

Please Fax or scan by Thursday, January 9th to Phyllis Rein at 631-389-2531 or email: prein@fsnye.com
Any questions, please call 917-828-7092

THIS FORM SERVES AS YOUR CONFIRMATION TO WARWICK NEW YORK WHERE YOU WILL BE EXHIBITING. On-site orders may incur a 25% surcharge by the Warwick New York Hotel. Company Name: _____ Exhibit Room #: _____ Contact Name: _____ Phone Number: _____ Fax Number: *VERY IMPORTANT* PLEASE PROVIDE FSNYE WITH THIS CONTACT INFORMATION The First Person who checks in at the front desk with credit card will receive the room key. (This is the only person who will receive a key. NO EXCEPTIONS!) Representative (Please Print) Date IMPORTANT NOTE: Scheduled arrival for Warwick New York will begin at 3:00pm Sunday, February 2nd, 2020 If your company would like early check-in (Saturday, February 1st or before 3pm on Sunday, February 2nd) or late check-out, you MUST indicate below (additional direct charges by the Warwick New York for the following) Early check-in (based on availability) Arrival Date: Late check-out Departure Date: Checkout is Thursday, February 6th, by noon Please indicate if you would like to order the following: Incidentals charged directly to the miscellaneous portion of your hotel bill. # of Chairs @ \$30.00 each for 4 days. # of Tables @ \$75.00 each for 4 days. Please note table size Table sizes: 6'x18", 6'x30", 8'x18", 8'x30" and 24" rounds-Linen included. In the event tablecloths are not in the exhibit room upon check-out, an additional charge will be posted to your account. Will anyone be using this exhibit room to sleep? (please check) **Yes** No Unreasonable guest room furniture movement is prohibited by guest excluding movement of chairs and light furniture, in keeping with regular guest use. ON-SITE BED OR FURNITURE REMOVAL WILL NOT BE AVAILABLE ON SHOW SITE! Trash Removal: A Fee of \$75 will be incurred if there is an excessive amount of trash or boxes left behind. Lighting: Each premier room will be provided with 1 spotlight and suites 2 spotlights. Additional spotlights can be ordered through Springboard Design. Ordering form included in confirmation kit. Authorized Co. Representative Signature Date



Show Dates: February 3-5, 2020
Show Hours: Monday and Tuesday 9:00am-6:00pm
Show Hours: Wednesday 9:00am-4:00pm
Set-up/Check-in: Sunday, February 2nd after 3:00pm

Footwear Show New York Expo (FSNYE) Phyllis Rein, President | Tel: 917-828-7092

I. REGISTRATION/CHECK-IN

A. The Warwick New York Hotel is located between 65 West 54th Street and Sixth Avenue. Tel: 212.247.2700 Fax 212.247.2725. Exhibitor room registration is on Sunday February 2nd will be located at the Hotel's Front Desk. **Check-in begins at 3:00pm**

- 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. You will be allowed to register only with a major credit card. Checks (company or personal) will not be accepted.
- C. A supplementary \$500.00 credit card deposit against any room damages that occur during occupancy must also be rendered.
- D. Each Company will have their credit card swiped. The voucher will be used as a Master Bill for ROOM CHARGES, ROOM TAX & FEES, incidental 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 Warwick 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.

If your company would like to pre-pay their balance of 3 nights +tax room charges in advance, please let us know and we'll send the Warwick Credit Card Payment Pre-Authorization form for Hotel Rooms and Suites

- E. "NO SHOWS" or cancellation of rooms will still be charged the exhibition fees + 4 room nights. NO REFUNDS!
- F. 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 two (2) business days prior to the first day of your Event. A storage fee of \$30.00 per box, per day will be billed to the Guest Master Account for any packages received prior to that time without written consent from Hotel. There is a 3-carton maximum limit per exhibitor (100 lbs. & under per carton). Please make sure to mark boxes with the name and address of the hotel, plus your company name and room number. The schedule of charges for both porterage and deliveries is \$10.00 per piece, per movement or transfer.

SHIPPING DIRECTLY TO WARWICK FOR UP TO 3 CARTONS. SEE BELOW ADDRESS OR 4 OR MORE CARTONS (No shipments are to arrive at Warwick New York prior to Wednesday, January 29th, 2020)

PLEASE SHIP TO:

Person in Charge (Name of person who will be on site)
Company Name
FSNYE Show / Room #
C/O Warwick NY Hotel
65 West 54th Street
New York, NY 10019
ATTN: Package Room
212.247.2700

4 OR MORE CARTONS OR PALLETS PLEASE SHIP DIRECTLY TO SPRINGBOARD DESIGN

(Cutoff date for receiving shipments at Springboard Warehouse is Monday, January 27, 2020)

The schedule of charges for receiving boxes and delivery to Warwick New York is \$20.00 per piece.

PLEASE SHIP TO:

Person in Charge (Name of person who will be on site) Company Name FSNYE Show / Room # C/O Springboard Design / Warwick NY Hotel 304 Foxhall Avenue Kingston, NY 12401 347.527.0408

III. FRONT ENTRANCE SCHEDULE

Sunday, February 2nd after 3:00pm

- A. Companies bringing in merchandise packed in suitcases or display cases ONLY may use the passenger elevator with bellman assistance 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 54th between 6th & 7th Avenue. Please contact Micha Levenson, to schedule all deliveries to be made through the freight entrance. Please contact Micha at 212.314.7835 before Thursday, January 16th, 2020
- C. Truckers must supply their own dollies and rolling racks to move trunks and boxes through freight entrances. The Warwick will be unable to make enough dollies available, and it is mandatory that all freight be transported on wheels.

Freight Elevators:

Are not available during the below hours Monday-Friday. 8:30am to 10:00am | 2:30 to 5:00pm

IV. ARRIVAL SCHEDULE

ARRIVAL CHECK-IN SCHEDULE WILL BE ENFORCED BY THE WARWICK HOTEL. Please note check-in time is 3:00pm. 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

Warwick bellmen/porters will be available to assist you upon your arrival at the hotel on Sunday, February 2nd until 9:00pm. This will expedite the moving of your displays, garment bags, boxes, etc., to your Exhibit Room. A \$15 fee is charged for this service by the bellman. Please note that oversized luggage

may incur an additional fee. 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: Thursday, February 6th 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 4pm Wednesday, February 5th, 2020
 - B. If any room is occupied past 12:00pm on Thursday, February 6th your company will be fined 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 Warwick 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 Warwick will charge credit card on file for this trash fine.
 - D. If your check-in with a credit card, method of payment has already been established, allowing your company to bypass the official checkout procedure.

VII. HOUSEKEEPING

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

VIII. ROOM DAMAGES

- A. Upon check-in, if there is a problem with any of the Warwick furnishings in your room, please contact front desk.
- B. Please note that a Warwick Hotel staff member may wish to inspect your Exhibition Room for any damages cited.

IX. SECURITY

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

X. DISPLAY REGULATIONS / FIRE CODES

Please be advised that due to the extreme demand for power in all exhibitor rooms, The Warwick 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 Warwick Hotel 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 (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 Warwick is a 100% SMOKE FREE Hotel. NO smoking in any guest room or back of the house staircase. Strict penalties OF \$500 per an occurrence will apply.

When planning displays, please bear in mind that The Warwick Hotel 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 Warwick 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 aforementioned Room Damage Sheet.

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.

Decorating/display material must be removed from the hotel room at the conclusion of the event. Items left behind will be discarded as trash.

XI. FURNITURE/BED REMOVAL

Bed removal is available at \$295 per a bed. Bed removal request must be stated on convention requirement form at least 21 days prior to set-up day and submitted to FSNYE. Bed removal will not be offered on show site. Deadline January 13, 2020.

XII. FOOD AND BEVERAGE POLICIES

Please contact Micha Levenson, Conference Service Planning Manager, at 212.314.7835 or email mlevenson@warwickhotels.com 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 Warwick 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.

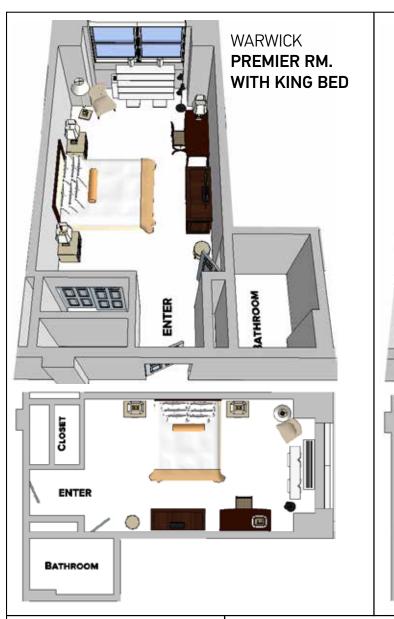
XIII. LIGHTING

Each premier exhibit room will be provided with 1 spotlight and suites receive 2 spotlights. Additional spotlights can be ordered through Springboard Design order form for \$125 per a fixture. Springboard Design is the official lighting company and will be available to assist with your lighting needs for the show. For any questions regarding lighting in exhibit rooms, contact Lisa Rhoads 646.879.1276

Thank you! Show Management

WARWICK SAMPLE ROOMS WITH INCLUDED INCIDENTALS





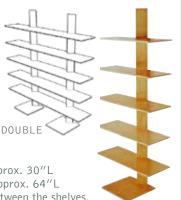


ONE FLOOR LAMP ONE DOUBLE NESTING SHELF (5 TIER/ 64"L)

NESTING SHELVES

A **SB** original, patented design.

Description Our most popular rental item! This fixture maximizes your horizontal display area by wrapping a space with continuous shelving. The unit's unique design has a minimal styling which never distracts from your product.



2 Sizes Single Upright ea. shelf is approx. 30"L Double Upright ea. shelf is approx. 64"L

2 Styles 5 shelf units have 11 3/4" between the shelves. 4 shelf units have 15 1/2" between the shelves.

2 Colors Maple Ply

White laminated Ply

INTERESTED IN SEEING HOW SB FIXTURING FIT IN THE WARWICK NY GUEST ROOMS?

★ Email RENTALS@SPRINGBOARDESIGN FOR PLANS + VIEWS DESCRIBING YOUR OPTIONS.







SINGLE





SPOOL TABLE + STOOLS

A **SB** original, copyyrighted design.

Description Bar Height Table. Suitable for display or as a meeting surface. White or Maple available. Rental of a Set includes one matching stool.

2 Colors White Laminate Top/Base

-or-

Maple Ply Top/Base Both w/ silver post.

Specs 24"Diameter x 40"H.

Call or email for more photos.



Description Maximize your hotel room's display space by using this light, flat, semi-rigid temporary surface on the bed.



Specs Clean WHITE PVC panel that sits on your bed's mattress.

Versatile Easily lifts + folds away at the end of a show day to free up your bed for R+R. Can be used as-is or draped with your own fabric or hotel table linen.

Display Uses A must for displaying heeled shoes on a bed keeping your product from falling over on a mattress.

Ordering Add SB Risers and increase your display's presence.

> RISERS

A **SB** original design.

Description 2 NEW fixtures that allow you to create

tiered displays. White finish only.

2 Sizes SMALL 11 1/2" D x 9"H x 24"L

LARGE 24" D x 12"H x 32"L

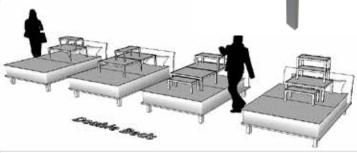
Versatile The units can be stacked in various

configurations to achieve the look that works

best for your merchandise.

Display Uses Highlight product on a table or on a counter.

Need more info? Please email rentals@springboardesigns and we'll send you riser layouts + plans.



> FLOOR LAMP

Description 3 lights-in-one!

Tilt, set height + direction of the 3 LED lamps on this new floor lamp. As an example you can use one light as an uplighter, and 2 can be focused on your shelf display. Add brightness to your room and put focus on your product.

69"H and 12"Dia. floor base with 6" diameter shades.

Colors Black only



SPRINCEOARD INNOVATIVE DISPLAY SOLUTIONS

Springboard Inc., 300 Van Dale Road, West Hurley NY 12491 PHONE (212) 367-9827 OR (845) 679-9961 NEW TOLL-FREE FAX (866) 483-0849

ON-SITE CELL (646) 879-1276 WWW.springboardesign.com EMAIL rentals@springboardesign.com

CONTACT INFO

Office Contact Name
Contact Email
On-site Contact Name
On-site Contact Cell#
Office Ph
Fax
Co. Address

CREDIT CARD PAYMENT

C.Card #	
V-Code #* *V-Code is the last 3-digit # on back in sign. area for	C.Card Type r MC,VISA,DC, DISC + 4 digit on front for AMEX
Exp. Date	Amount

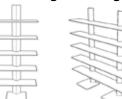
NESTING SPEC'S

★ Signature _

Cardholder's Name

NESTING SHELVES are a **SB** original design.

Design Copyrighted by Springboard Inc. © 2001 Pat. pending design. Produced in USA.



COLOR WHITE or MAPLE
STYLE 4 shelf (15.5 gaps)

STYLE 4 shelf (15.5 gaps) or 5 shelf (11.5 gaps) units
FIXTURE SIZES Single Upright units have 5 shelves @ 30"L ea.
Double Upright units have 5 shelves @ 64"L ea.

DESCRIPTION

A unique freestanding fixture that has a minimal styling which never distracts from your product. The shelving units cle

styling which never distracts from your product. The shelving units clean design offers display surfaces unobstructed by vertical divisions. Multiple units can be ordered to create continuous display to wrap around a room.

TERMS: PLEASE READ CAREFULLY

- Orders need to be confirmed: SB confirms all orders received. Please call
 us if you place an order + DO NOT receive a "CONFIRMATION OF ORDER" fax
 or email. This will verify the availability of your fixtures + receipt of payment.
- Re-Stocking: 50% of rental fee is charged for fixtures returned at the show.
- Wire Transfers: Bank processing fees are \$50 per transaction.
- Usage: Rental usage period is through closing hour of show.
- Loss + Damage: Client is responsible for replacement cost (2.5 x Rental fees paid for item) of fixturing for loss or damage occurring as a result of mis-use of fixture, willful neglect or vandalism.
- **Drayage:** Drayage charges (if applicable) are not included in rental prices.
- For complete Terms+Conditions: Go to > www.springboardesign.com > tradeshow services > rentals > terms + conditions

-	<u> </u>	
FOR OFFICE USE ONLY	CONFIRMED w/ FAX?	E-MAIL?
DATE PD	ORDER TAKEN BY	

ORDER FORM >> RENTALS NYC

Prices valid thru 3/01/20 for listed show + venues only

CO. NAME:		-Just	show Up!	
SHOW: FSNYE FOOTWEAR SHOW NY EXPO BOOTH# ROOM #				
VENUE: WARWICK HOTEL Room		TES: 2/	3- 2/5/20	
CHECK SHOWROOM	ORDER D.			
→ CLIENT ARRIVAL DATE/TIME:	-			
IMPORTANT! PLEASE ORDER EA	ARLY - DISCOU	JNT ORDER	ING DEADLINES	
DISCOUNTORDER RATE applies for all orders completed + PAID-IN-FULL within 6 BUSINESS DAYS PRIOR TO FIRST DAY OF SHOW. SHOW ORDER RATE Orders completed + Paid for after the Discount period expires and show-site orders.				
SHELVING QTY	STANDARD	SHOW	TOTAL	
Maple Single Nesting© 5 SHELF	@ \$130.	\$145.	=\$	
Maple Double Nesting© 5 SHELF	@ \$260.	\$275.	=\$	
White Single Nesting [©] 5 SHELF White Double Nesting [©] 5 SHELF	@ \$140. @ \$280.	\$155. \$295.	=\$ =\$	
Maple Single Nesting [©] 4 SHELF	@ \$230. @ \$130.	\$145.	=\$	
Maple Double Nesting© 4 SHELF	@ \$260.	\$275.	=\$	
White Single Nesting® 4 SHELF	@ \$140.	\$155.	=\$	
White Double Nesting [©] 4 SHELF	@ \$280.	\$295.	=\$	
SPOOL TABLE®+STOOLS QTY	STANDARD	SHOW	TOTAL	
Spool Table© (Maple)+ 2 stools	@ \$90 .set	\$110.	=\$	
Spool Table [®] (White)+ 2 stools	@ \$90 .set	\$110.	=\$	
Extra Bar Stools (Maple)	@ \$25. ea.	\$45.	=\$	
Extra Bar Stools (White) Spool Table© only (Maple)	@ \$25. ea. @ \$55.	\$45. \$75.	=\$ =\$	
Spool Table® only (White)	@ \$55.	\$75. \$75.	=\$ =\$	
BED TOPPERS + RISERS QTY	STANDARD	SHOW	•	
Bed Topper® King White	@ \$90.	\$105.	=\$	
Bed Topper© DoubleWhite	@ \$90. @ \$90.	\$105.	-\$ =\$	
LG Riser 32"L x 20"D x 12"H (WH)	@ \$60.	\$75.	=\$	
SM Riser 24"L x 12"D x 9"H (WH)	@ \$27.	\$42.	=\$	
LIGHTING QTY	STANDARD	SHOW	TOTAL	
Floor Lamp - Black	@ \$125.	\$140.	=\$	
OTHER QTY	STANDARD	SHOW	TOTAL	
RENTAL TOTAL > Includes: Deliv./Pick-up, I+D, Usage =\$				
OTHER >	=\$			
SUBTOTAL	=\$			
NYS SALES TAX 8.875 % > =\$				
AMOUNT DIJE > A "Confirmation of Order" fax will be sent				

2 20 ECNVE

IF SHIPPING **DIRECTLY TO THE WARWICK** FOR **UP TO 3 BOXES** -- USE THIS LABEL --

DO NOT RUSH DO NOT DELAY

WARWICK HOTEL NY 65 WEST 54TH STREET NEW YORK, NY 10019 ATTN: PACKAGE ROOM ph. 212-247-2700

PACKAGES MUST ARRIVE BY LISTED DATE BELOW

RECEIVING DATE BEGINS WED. 1.29.20

EVENT: FSNYE Shoe Expo 2.20

PCS RM#

FOR SHIPMENTS OF 4 OR MORE BOXES OR PALLETS -- USE THIS LABEL -**-**

DO NOT RUSH DO NOT DELAY

TO: SPRINGBOARD 304 FOXHALL AVENUE KINGSTON, NY 12401 ph. 347-527-0408

ATT:

EXHIBITING COMPANY'S NAME

PACKAGES MUST ARRIVE BY LISTED DATE BELOW

DEADLINE TO RECEIVE MONDAY 1.27.20

EXHIBIT CO:

RM. #

EVENT: FSNYE 2.20-WARWICK

QTY: **PCS**



Show Booklet Directory Ad

February 3-5, 2020

Directory Ads - Digital & Hardcopy Increase your exposure and reserve your placement today!











Creative Deadline: Thursday January 9, 2020

6"x9" Page - \$600 USD
Inside Back Cover - \$800 USD
Back Cover - \$1200 USD
Inside Front Cover - \$1000 USD

Contact: Phyllis Rein 917-828-7092 to reserve your placement.

All Ads must labeled with your company name and date. Please send ads to prein@fsnye.com in pdf format for approval.

FORMAT FOR SHOW BOOKLET: PDF ONLY!
Email high-resolution CMYK PDF/X-1a with full marks and bleeds

BLEEDS - Please use size 6.25 x 9.25 or 6" +.125 bleeds on each side x 9" + .125 bleeds on each side.

AD SIZES - All ads created to exact size specifications 6"x9". No important live matter within 1/4" of gutter-trim.

FONTS - Black type on white background should be defined as 100% black ONLY.

Do not use "true black" or "rich black."

PHOTOS - All 4-color scans must be 300 dpi in CMYK. All B/W scans must be 300 dpi grayscale.

NOTE: Resizing a low-res graphic to 300dpi in Photoshop does not increase its resolution. It must be created at 300dpi (or better) AT THE ORIGINAL SIZE. Results of a resized low-res cannot be guaranteed.



Footwear Show NY Expo Show Booklet Directory Ad Order Form

Please fill out the appropriate information and return with corresponding application to FSNYE

Mailing Address: 25 Greenwich Court, Holbrook, NY 11741
Please make checks payable to FOOTWEAR SHOW NEW YORK EXPO
Attn: Phyllis Rein - Tel: 917-828-7092 Fax: 631-389-2531

Payment information will be used to process ad fees unless otherwise stated.

Payme Company Name	ent informatio	n will be used to process ad to	ees uniess otnerwise stated.
Payment Method:	Check Visa	Mastercard American Express	BANK TRANSFERS Footwear Show New York Expo #399019675 ACH Direct Deposit/ WT Domestic 021000021 Wire Transfer International Routing CHASUS33
Card Holders Nam	ne: First Name	(Please Print) Last Name	\$50 Must Be Added to Wire Transfers
Credit Card #			/
Expiration Date:		Business Credit Card	Personal Credit Card
Card Holders Billing	g Address:		
Phone #			
Email:			
Amount:			
		6"x9"Page \$600	Inside Front Cover \$1000-SOLD
		Inside Back Cover \$800	BackCover \$1200-SOLD
	Shov	w Booklet Directory Ads D (check to reserve yo	
Signatu	re		Date
FSNY	E Accounting	Date Invoice #	Amount Auth Code