

FSNYE

FOOTWEAR SHOW NEW YORK EXPO

Show Dates: November 30-December 2, 2021

Show Hours: Tuesday & Wednesday 9:00am-6:00pm

Show Hours: Thursday 9:00am-4:00pm

Set-up/Check-in: Monday, November 29 after 3:00pm

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

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 29th 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. 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 22nd, 2021)

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 ARRIVAL PRIOR TO NOVEMBER 22, 2021, SHIP DIRECTLY TO SPRINGBOARD DESIGN

(Cutoff date for receiving shipments at Springboard Warehouse is Friday, November 19th, 2021) FEES APPLY

PLEASE SHIP TO:

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

304 Foxhall Avenue

Kingston, NY 12401

347.527.0408

III. FRONT ENTRANCE SCHEDULE

Monday, November 29th after 3:00pm

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 to schedule all deliveries to be made through the freight entrance. Please contact Lorena at 212.521.6222 before Wednesday, November 17th, 2021.

C. Truckers must supply their own dollies and rolling racks to move trunks and boxes through freight entrances. The Park Lane New York Hotel 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 3:00pm. 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

Park Lane New York bellmen/porters will be available to assist you upon your arrival at the hotel on Monday, November 29th until 9:00pm. 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 3rd 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 Thursday, December 2, 2021
 - B. If any room is occupied past 12:00pm on Friday, December 3rd 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. If you checked-in with a credit card and your method of payment has already been established, allowing your company to bypass the official checkout procedure is acceptable. If you require a paid receipt, of your folio, please go to the front desk prior to check-out.

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 Park Lane New York hotel furnishings in your room, please indicate it on the room damage form provided by show management. and contact the front desk.
- B. Please note that a Park Lane New York Hotel 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 Hotel, 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 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 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 (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 Hotel 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.

When planning displays, please bear in mind that The Park Lane New York 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 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.

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

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 lighting 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

Thank you!
Show Management



**Footwear Shoe New York Expo - Park Lane New York Hotel
Convention Requirement Form: November 30-December 2, 2021**

Please email or fax by Thursday, October 21st 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 PARK LANE NEW YORK HOTEL YOU WILL BE EXHIBITING.

Company Name: _____

Exhibit Room #: _____ **Contact Name:** _____

Phone Number: _____ **Mobile 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 Park Lane New York will begin at 3:00pm Monday, November 29th, 2021.
If your company would like early check-in (Sunday, November 28th or Monday, November 29th) before 3pm or late check-out, you **MUST** indicate below (additional direct charges by the Park Lane New York Hotel for the following)

Early check-in (based on availability) Arrival Date: _____

Late check-out Departure Date: _____
Checkout is Friday, December 3rd, by 12:00pm noon

NO BED OR FURNITURE REMOVAL IS ALLOWED

Unreasonable guest room furniture movement is prohibited by guest excluding movement of chairs and light furniture, in keeping with regular guest use. Should any significant furniture (i.e. couches, armoires, chests) movement take place, the Park Lane New York Hotel will assess damage charges and charge exhibitor. The usage of gummed stickers (3M COMMAND) or labels is strictly prohibited. Nothing shall be posted, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture.

Trash Removal: A fee can be incurred if there is an excessive amount of trash or boxes left behind.

Lighting & Shelves:

Each room will be provided with (1) Pole Spotlight With 3 Spots and (1) 64" L Double 5 Tier Nesting Shelf

Additional incidentals can be ordered through Springboard Design. Order form is included in confirmation kit.

NO SMOKING PERMITTED ON THE PARK LANE HOTEL PREMISES AND STAIRWELLS.

STRICT PENALTIES WILL BE ENFORCED. HOTEL WILL CHARGE A \$1000.00 FEE PER AN OCCURANCE. NO EXCEPTIONS EXTREMELY STRICT AND WILL NOT HESTIATE TO FINE EXHIBITOR.
100% NON-SMOKING HOTEL!

Authorized Co. Representative Signature

Date

Signing of this form indicates that you have read and understand all of the FSNYE Rules & Regulations attached, as well as this Convention Requirements form.