



FASHION FOOTWEAR ASSOCIATION OF NEW YORK

**New York Shoe Expo - New York Hilton Midtown
Convention Requirement Form: August 2-4, 2016**

Please Fax or scan by Monday, June 27th to Alicia Ciccaglione
at 212.751.6404 or email: aciccaglione@ffany.org
Any questions, please call 212.751.6422 ext. 18

THIS FORM SERVES AS YOUR CONFIRMATION TO THE HILTON WHERE YOU WILL BE EXHIBITING. On-site orders may incur a 25% surcharge by the Hilton

Company Name: _____

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

Phone Number: _____ **Fax Number:** _____

***VERY IMPORTANT* PLEASE PROVIDE FFANY 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 The Hilton will begin at 4:00pm Monday, August 1st, 2016.
If your company would like early check-in (July 31st or before) OR late check-out, you **MUST** indicate below (additional direct charges by the Hilton for the following)

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

Late check-out Departure Date: _____
Checkout is Friday, August 5th at noon

Please indicate if you would like to order the following:

Chairs - _____

Tables - _____

**Please note - there is no additional charge for tables or chairs in your hotel exhibit room(s).*

Will anyone be using this exhibit room to sleep? (please circle) **Yes** or **No**

**Please note, if room needs to be cleaned prior to 9 a.m. there may be an additional fee from the Hilton.*

EXHIBITORS ARE NOT PERMITTED TO REMOVE ANY FURNITURE OUT OF A GUEST SLEEPING ROOM. **BED REMOVAL IS AVAILABLE AND WILL BE CARRIED OUT BY HILTON STAFF MEMBER ONLY AT NO ADDITIONAL CHARGE. PLEASE NOTIFY FFANY 3 WEEKS PRIOR TO SET-UP DAY. ON-SITE REMOVAL REQUESTS WILL NOT BE HONORED.** ANY EXHIBITOR FOUND IN VIOLATION OF THE ABOVE WILL BE SUBJECT TO A PENALTY FEE OF \$1000.00, WHICH WILL BE CHARGED AUTOMATICALLY TO THE CREDIT CARD ON FILE.

Please specify bed removal requests _____

SPOTLIGHTS: Each room will be provided with 1 - 3 light goose neck floor lamp

Any additional spotlights can be ordered here - <https://newyorkhilton.boomerecommerce.com>.

NO OUTSIDE LIGHTS ALLOWED

Please Note: Additional ordered spotlights will be charged directly to the miscellaneous portion of your hotel bill along with your hotel room charges upon check-in. DO NOT SEND MONEY TO FFANY FOR THESE CHARGES.

Authorized Co. Representative Signature

Date

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

FFANY

FASHION FOOTWEAR ASSOCIATION OF NEW YORK

Show Dates: August 2-4, 2016
Show Hours: Tuesday and Wednesday 9:00am-6:00pm
Show Hours: Thursday 9:00am-4:00pm
Set-up/Check-in: Monday August 1, 2016 after 4:00pm

Fashion Footwear Association of New York (FFANY)
Phyllis Rein, Executive Vice President
Tel: 212.751.6422 x.15 Fax: 212.751.6404

I. REGISTRATION/CHECK-IN

A. The New York Hilton Midtown is located between 53rd & 54th Street on Sixth Ave.
Tel: 212.586.7000 Fax 212.315.1374. Exhibitor room registration on August 1st will be located at the Hilton Hotel's Front Desk. Check-in begins at 4:00pm

B. Upon alerting Registration Staff that you are an exhibitor with FFANY, 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 Hilton 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 Hilton 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. 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

No shipments are to arrive at the Hilton New York Hotel prior to Wednesday, July 27th. If a shipment does arrive before that time, a fee of 1 night room & tax will be charged. 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.

SHIPPING ADDRESS

PLEASE SHIP TO:

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

Company Name

FFANY Show / Room #

C/O New York Hilton Midtown

1335 Avenue of the Americas

New York, NY 10019

ATTN: Package Room

212.586.7000 ext:5284

Please Note: No hotel storage facilities will be available to companies after check out at noon on Friday, August 5th, 2016. To ship items for departure, fill out the Shipping Form provided by the Hilton Package Room. Please be sure to complete the shipping form and attach to all boxes, be sure that the boxes are numbered accordingly. After you have completed the form you must contact extension #5284 and a hotel employee will come to your room to verify the number of items you are leaving to be shipped. If an independent shipper is involved, the shipper must retrieve items prior to your departure. Please provide a copy of the manifest with the items for verification.

III. FRONT ENTRANCE SCHEDULE:

Monday, August 1st after 4:00pm

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 Street between 6th & 7th Avenues. Please contact Laura Raterman @ New York Hilton Midtown via email: Laura.Raterman@hilton.com and /or Tel: (212) 261.5711 to schedule all deliveries to be made through the freight entrance. Please contact Laura before Monday, July 18th, 2016.

C. Truckers must supply their own dollies and rolling racks to move trunks and boxes through freight entrances. The Hilton 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 HILTON HOTEL. Please note check-in time is 4:00pm. If you are arriving from out of town and have specific time constraints, you must notify Laura Raterman at New York Hilton Midtown by phone at (212) 261.5711 or via email at Laura.Raterman@hilton.com prior to check-in and the hotel staff will do their best to accommodate your needs.

V. THE PORTERS

Hilton bellmen/porters will be available to assist you upon your arrival at the hotel on Monday, August 1st, 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, garment bags, etc., to exhibit rooms). Finally to ease the job of the porters, make sure that your moving company knows the name of your firm and it's corresponding exhibit room number.

VI. EXHIBITORS' CHECKOUT: Thursday, August 4th at 4pm.

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 ext: 5356
- Via freight elevator please contact package room ext: 5284 (The designated freight entrance for all floors is on 54th Street between 6th & 7th Avenues.)

A. Please be advised that FFANY Market Week officially closes at 4pm Thursday, August 4th, 2016.

B. If any room is occupied past 12:00pm on Friday, August 5th, 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 Hilton to avoid additional housekeeping charges. **DO NOT PUT TRASH IN HALLWAYS.**

D. If you check-in with a credit card, method of payment has already been established, allowing your company to bypass the official checkout procedure.
On Thursday morning, August 4th, each company will receive a detailed bill under their door from the Hilton Hotel.

VII. HOUSEKEEPING

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

VIII. ROOM DAMAGES

A. Upon check-in, if there is a problem with any of the Hilton furnishings in your room, please contact Alicia Ciccaglione at 917.656.5988.

B. Please note that a Hilton Hotel staff member may wish to inspect your Exhibition Room for any damages cited.

IX. SECURITY

Due to the advanced locking system at The Hilton, 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 Hilton 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 Hilton 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 insure 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. NO smoking in any guest room or back of the house staircase

D. When planning displays, please bear in mind that The Hilton 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 Hilton Hotel 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.

E. 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.

F. 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 and will be carried out by Hilton staff member ONLY at no additional charge. Please notify FFANY 3 weeks prior to set-up day. On-site removal requests WILL NOT be honored. Tables and chairs can be rented at no additional charge. See Convention Requirement Form located in show kit.

No furniture is permitted to be removed from any guest sleeping room or suite per the Hilton Hotel. Exhibitors are not permitted to move furniture around within the sleeping room or suite - under any circumstances! Any exhibitor found in violation of the above will be subject to a penalty fee of \$1000.00, which will be charged automatically to the credit card on file. Please plan your display accordingly!

Any furniture moved into the corridor will be returned to your room & the appropriate fine will be charged to your account.

XII. FOOD AND BEVERAGE REGULATIONS

Please contact Ms. Laura Raterman (212) 261.5711 or email Laura.Raterman@hilton.com to coordinate advanced daily food or coffee service one week prior to the start of the FFANY Market Week. ***All food and beverage must be obtained from the Hilton. No outside food and beverage deliveries will be permitted!! NO EXCEPTIONS.

XIII. LIGHTING

Each exhibit room will be provided with 1 - 3 light goose neck floor lamp

NO OUTSIDE LIGHTS ARE PERMITTED IN HOTEL ROOMS- HILTON SPOTLIGHTS ONLY.

Additional spotlights can be ordered via Hilton Online order form for Spotlights below:
<https://newyorkhilton.boomerecommerce.com> - Event Name : FFANY

To avoid power losses in the Exhibit Rooms, the combined electrical appliances and fixtures used should not exceed 500 watts per room. The Hilton Electrical Department is the official lighting company and will be available for FFANY to help with your lighting needs for the show.