
SERVICE INFORMATION

BOOTH EQUIPMENT

Each 3M x 3M (100 sq.ft.) booths consist of the following:

8' high WHITE fabric walls on 3 sides

-SILVER support metal

-First day booth cleaning prior to show open included.

-One (1) ID sign

-One (1) (C130630) 6' WHITE draped table

-Two (2) (C210108) Limerick Chair by Herman Miller *subject to change

-Four (4) (172514) 50 watt halogen lights with 5 amps of power per 100 sq.ft. *(for lights only)*

-One (1) (220107) wastebasket

-Wireless internet access

White Shelving units will be distributed as follows:

-Less than 100 sq.ft. of booth space will receive 1 double unit

-100 sq.ft. of booth space will receive 1 double unit, 1 single unit

-150 sq.ft. of booth space will receive 2 double units

-200 sq.ft. of booth space will receive 2 double units, 2 single unit

-300 sq.ft. of booth space will receive 3 double units, 1 single unit

-400 sq.ft. of booth space will receive 4 double units, 1 single unit

-500 sq.ft. of booth space will receive 5 double units, 1 single unit

-600 sq.ft. of booth space will receive 7 double units

-700 sq.ft. of booth space will receive 8 double units

-800 sq.ft. of booth space will receive 9 double units

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by November 08, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Tuesday November 29, 2016 10:00 AM - 6:00 PM

EXHIBIT HOURS

Wednesday November 30, 2016 9:00 AM - 6:00 PM

Thursday December 01, 2016 9:00 AM - 6:00 PM

Friday December 02, 2016 9:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Friday December 02, 2016 4:00 PM - 10:00 PM

We will return empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, December 02, 2016 at 10:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Friday, December 02, 2016 at 6:00 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

909 Newark Turnpike
 Kearny, NJ 07032
 (201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 email: exhibit.transportation@freemanco.com

SERVICE CENTER HOURS

Tuesday	November 29, 2016	10:00 AM	-	6:00 PM
Wednesday	November 30, 2016	8:00 AM	-	6:00 PM
Thursday	December 01, 2016	9:00 AM	-	6:00 PM
Friday	December 02, 2016	9:00 AM	-	10:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by November 08, 2016. Using the enhanced Freeman Online, 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. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

SHIPPING INFORMATION

Show Site Shipping Address: **(No charge with Booth Package)**

Exhibiting Company Name / Booth # _____
FFANY - NEW YORK SHOE EXPO
C/O FREEMAN
NEW YORK HILTON MIDTOWN HOTEL
1335 AVENUE OF THE AMERICAS
NEW YORK, NY 10019-6012

Freeman will receive shipments at the exhibit facility beginning **Tuesday, November 29, 2016**. 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. If required, provide your carrier with this phone number: (201) 299-7575

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Warehouse Shipping Address: **(Additional Material Handling Charges will be incurred on warehouse shipments)**

Exhibiting Company Name / Booth # _____
FFANY - NEW YORK SHOE EXPO
C/O FREEMAN
1 RAILROAD PL
MASPETH, NY 11378

The Freeman office & warehouse will be closed on November 24 & 25, 2016 observance of the Thanksgiving holiday.

Freeman will accept crated, boxed or skidded materials beginning Friday, October 28, 2016, at the above address. Material arriving after November 22, 2016, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by November 08, 2016.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (201) 229-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

F R E E M A N

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 • Fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 08, 2016**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **FFANY - NEW YORK SHOE EXPO / NOVEMBER 30 - DECEMBER 2, 2016**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

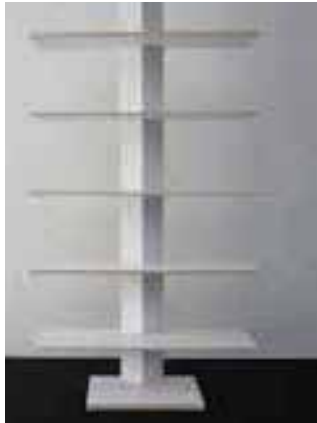
E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

WHITE SHELF UNITS

109551 White Single Shelf Unit \$189.75 each



_____ @ \$189.75 = _____
Quantity Per Shelf Total

Pricing includes labor

Single unit shelves are 30" long x 11.5" deep - 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

Orders received after the deadline date will cost an additional 40% over prices indicated.

109553 White Double Shelf Unit 379.50 each



_____ @ \$379.50 = _____
Quantity Per Shelf Total

Pricing includes labor

Double unit shelves are 64" long x 11.5" deep - 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down)

Orders received after the deadline date will cost an additional 40% over prices indicated.

TOTAL COST

Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____

FREEMAN white shelf units

FFANY Directory Ads Including Exposure in our iPad App

November 30- December 2, 2016

Directory Booklet 6" x 9" Four-color + bleed

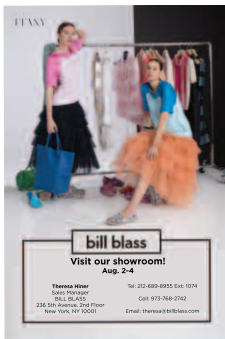
Cost: \$600 Page | \$1000 Tab Page | \$1500 Two Page Spread

Deadline Thursday November 3rd.

Contact: Phyllis Rein or Alicia Ciccaglione 212.751.6422 x 15 or 18

All Ads must include the FFANY Logo and be sent to FFANY via pdf format for approval.

Please contact Phyllis Rein for logo and to confirm ad



Reserve your full page color **6X9** ad in the FFANY directory with bonus digital directory app. FFANY has launched its iPad Directory App featuring the show directory in digital format. This is a free download to all FFANY exhibitors and attendees. The iPad directory features live links directly to your company website and emails. **FFANY Logo** must be placed in ad. We recommend including your website, email and exhibitor location to maximize your exposure.

Full-page bleed dimensions allow for 1/8" trim on all four sides to allow for right or left-hand positioning. In addition to this trim allowance, we require 1/4" safety on all four sides for live matter, type and important illustrations. Please use safety size 5 3/8" x 8 3/8" for bleed pages. **AD SIZE 6X9**

PREFERRED FORMAT: Email high-resolution CMYK PDF/X-1a with full marks and bleeds directly to prein@ffany.org with copy to j.bennett@alouettecommunications.com
Please just email PDF File.

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

BLEEDS – 1/8" bleed or greater, with trim indicated

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.

PROOFS – All advertisers must submit a digital proof at 100% that conforms to SWOP standards, including a color bar for all digital files. Without a client-supplied contract proof, color matching cannot be guaranteed.

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.

McRoberts Protective Agency, Inc.

New York, NY 10004

FFANY 2016 event

ORDER FORM FOR INDIVIDUAL EXHIBIT SECURITY

Exhibiting Firm: _____ **Booth #** _____

Billing Address: _____

City: _____

ALL ORDERS FOR SECURITY MUST BE ACCOMPANIED BY A 100 %DEPOSIT

DAY / DATE

HOURS NEEDED

Visa _____ Mastercard _____ Amex _____

CC # _____ CV# _____

Name on Credit Card _____

NOTE: Exhibitors relieving security officers must take over at the designated relief time. Any delay in relief, no matter how slight, will result in the exhibitors paying for a Full hours additional pay.

RATES:	Regular (Monday thru Friday)	\$25.00
	Overtime (Saturday, Sunday & Over 8 Hours)	\$32.50
	Holiday	\$32.50
	NY State Sales Tax	\$8.375%

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Please return this form to: US Security Associates Inc.
Attn: afydryszewski@ussecurtyassociates.com
Ph: 732-433-2703

FFANY
FASHION FOOTWEAR ASSOCIATION OF NEW YORK

Skyline



***AUTHORIZED PROVIDER FOR
LUXURY CAR SERVICE***

ACCOUNT # 10350
Use Account Name: FFANY

ALL EXHIBITORS and ATTENDEES

CALL 24/7 RESERVATION / DISPATCH CENTER

(888) 741-3711
ALL MAJOR CREDIT CARDS ACCEPTED

To set up a corporate or personal billing account, please contact:

Ed Goldsmith

Office: (718) 482-8585 EXT 3263.

Cell: 917 681 4457

E-Mail: egoldsmith@skylineride.com