

III. FRONT ENTRANCE SCHEDULE

Monday December 3rd 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 Elnara Mekhtiyev, to schedule all deliveries to be made through the freight entrance. Please contact Elnara at 212.314.7752 before Thursday, November 22nd, 2018.

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 Monday, December 3rd 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).

VI. EXHIBITORS' CHECKOUT: Thursday, December 6th 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

•Via freight elevator please contact package room

A. Please be advised that FFANY Market Week officially closes at 4pm Thursday, December 6th, 2018

B. If any room is occupied past 12:00pm on Friday, December 7th 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

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 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 \$275 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 FFANY. Bed removal will not be offered on show site. Deadline November 5th, 2018.

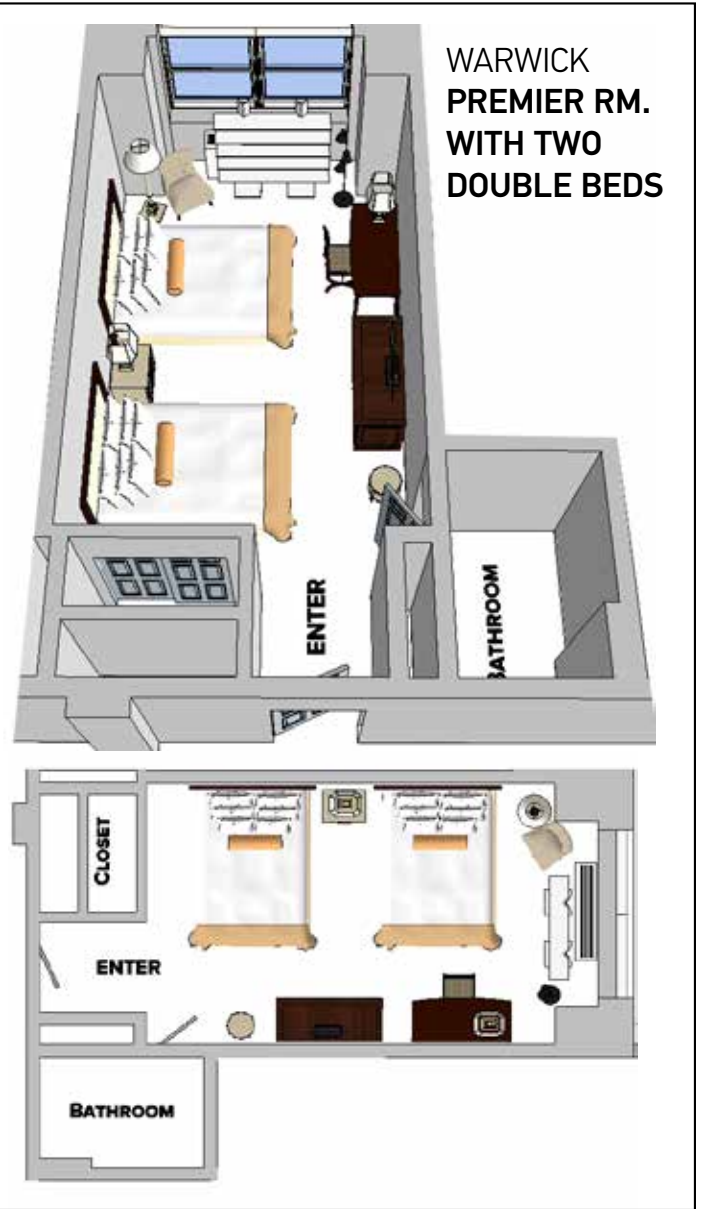
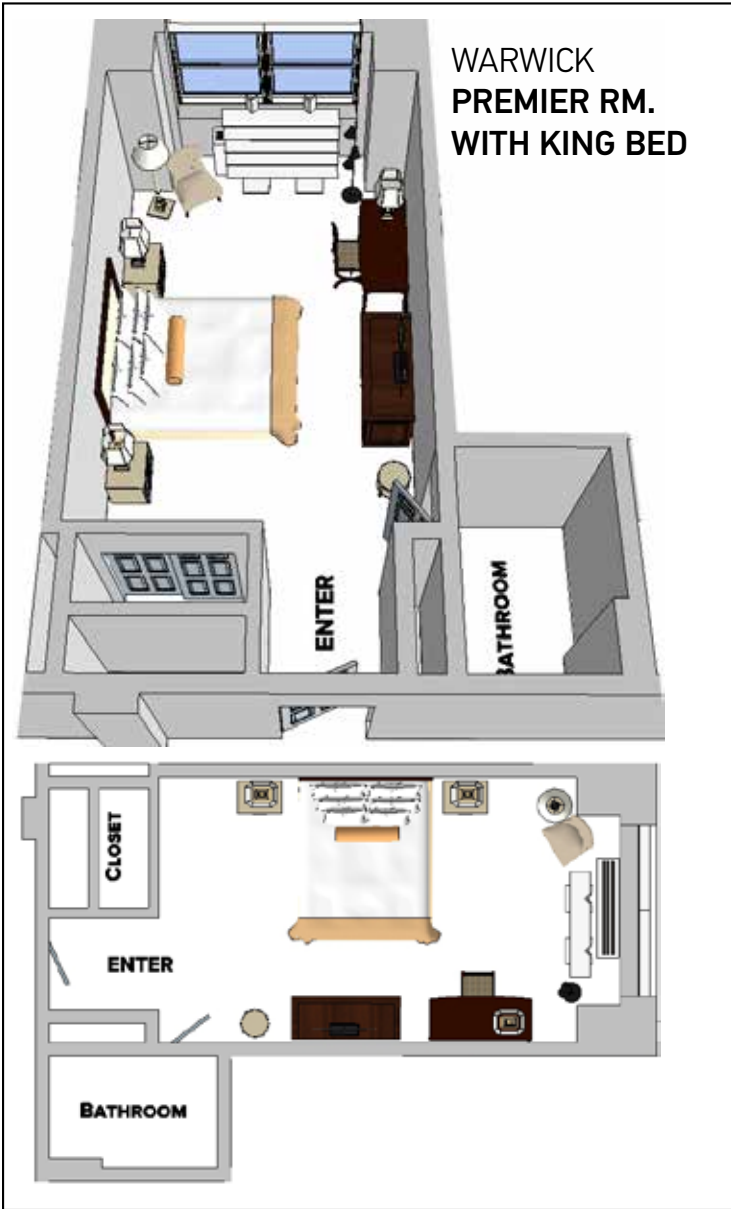
XII. FOOD AND BEVERAGE POLICIES

Please contact Elnara Mekhtiyev, Conference Service Planning Manager, at 212.314.7752 or email emekhtiyev@warwickhotels.com to coordinate advanced daily food or coffee service 15 days prior to the start of the FFANY Market Week. 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

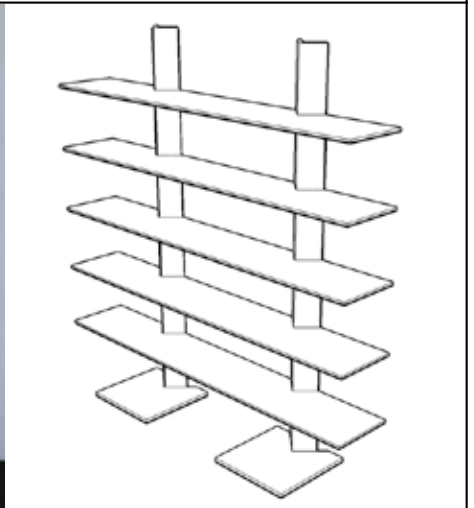
Each premier exhibit room will be provided with 1 spotlight and suites receive 2 spotlights. Additional spotlights can be ordered through Springboard Design order form for \$125 per a fixture. Springboard Design is the official lighting company and will be available to assist with your lighting needs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

WARWICK SAMPLE ROOMS WITH INCLUDED INCIDENTALS



ONE FLOOR LAMP

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

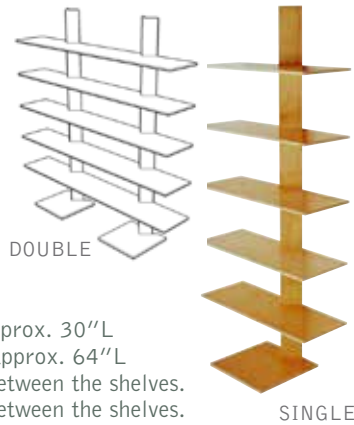


› NESTING SHELVES

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.



› BED TOPPERS

A **SB** original design.

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.

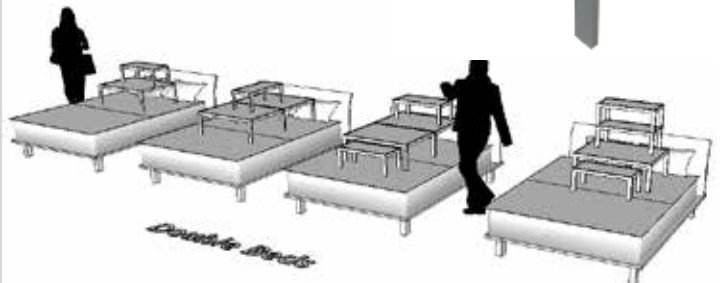
- 2 Sizes SMALL 11 1/2" D x 9"H x 24" L
LARGE 24" D x 12"H x 32" L

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@springboarddesigns and we'll send you riser layouts + plans.



› SPOOL TABLE + STOOLS

A **SB** original, copyrighted 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.



› 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.

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

Colors Black only



SPRINGBOARD

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.springboarddesign.com
 EMAIL rentals@springboarddesign.com

CONTACT INFO

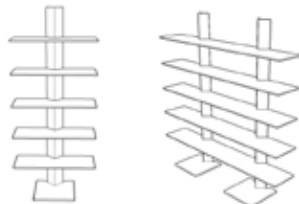
Office Contact Name _____
 Contact Email _____
 On-site Contact Name _____
 * **On-site Contact Cell #** _____
 Office Ph. _____
 Fax _____
 Co. Address _____

CREDIT CARD PAYMENT

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

NESTING SPEC'S

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) 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 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.springboarddesign.com > tradeshow services > rentals > terms + conditions

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

ORDER FORM >> RENTALS NYC

Prices valid thru 1/01/19 for listed show + venues only

CO. NAME: _____ *-Just Show Up!*
 SHOW: FFANY / NY SHOE SHOW BOOTH# _____
 ROOM# _____
 VENUE: WARWICK HOTEL Room SHOW DATES: 12/4- 12/6/18
 CHECK SHOWROOM
 APPROPRIATE OTHER _____ ORDER DATE: _____
 * CLIENT ARRIVAL DATE/TIME: _____

IMPORTANT! PLEASE ORDER EARLY - DISCOUNT ORDERING DEADLINES

DISCOUNT ORDER 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		@ \$120.	\$135.	=\$
Maple Double Nesting [©] 5 SHELF		@ \$240.	\$255.	=\$
White Single Nesting [©] 5 SHELF		@ \$130.	\$145.	=\$
White Double Nesting [©] 5 SHELF		@ \$260.	\$275.	=\$
Maple Single Nesting [©] 4 SHELF		@ \$120.	\$135.	=\$
Maple Double Nesting [©] 4 SHELF		@ \$240.	\$255.	=\$
White Single Nesting [©] 4 SHELF		@ \$130.	\$145.	=\$
White Double Nesting [©] 4 SHELF		@ \$260.	\$275.	=\$
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)		@ \$25. ea.	\$45.	=\$
Spool Table [©] only (Maple)		@ \$55.	\$75.	=\$
Spool Table [©] only (White)		@ \$55.	\$75.	=\$

BED TOPPERS + RISERS	QTY	STANDARD	SHOW	TOTAL
Bed Topper [©] King -- White		@ \$90.	\$105.	=\$
Bed Topper [©] Double --White		@ \$90.	\$105.	=\$
Large Riser 32"L x 20"D x 12"H (WH)		@ \$65.	\$80.	=\$
Small Riser 24"L x 12"D x 9"H (WH)		@ \$30.	\$45.	=\$

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 DUE > A "Confirmation of Order" fax will be sent to you as your receipt