



**BEAUTY & BODY
EXHIBIT SPACE CONTRACT
OCTOBER 6, 2016**

NEW YORK MARRIOTT MARQUIS
EMPIRE Complex
1535 Broadway, New York, NY 10036

EXHIBITOR INFORMATION Please fill out the following information exactly as you would like it to appear in show directories and signage.			
Brand Name:		Company Name (Billing):	
Contact Name:		Title:	
Address:			
City:	State:	Zip:	
Phone:		Cell (Optional):	
Email:			
Website:			

CONTACT FOR MEDIA			
<input type="checkbox"/> Same as above			
Company Name:			
Contact Name:		Title:	
Address:			
City:	State:	Zip:	
Phone:		Cell (Optional):	
Email:			

ATTENDEE INFORMATION Please list the names of those who will attend on behalf of your company (please print clearly).			
Attendee 1:		Title:	
Attendee 2:		Title:	
Attendee 3:		Title:	

ON-SITE ACTIVATION Please answer the following:	
Will you be sampling food or alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:	

MEDIA Please write in your top desired media outlets to be invited to the event.		
Outlet:	Title:	Name:
Outlet:	Title:	Name:
Outlet:	Title:	Name:

PRICING	
<input type="checkbox"/> Exhibitor (By August 11, 2016)	\$2,750 / Brand
<input type="checkbox"/> Exhibitor (After August 11, 2016)	\$3,250 / Brand
<input type="checkbox"/> Multi-Brand Discount	\$200 Off / Brand
<input type="checkbox"/> Multi-Showcase Discount	\$250 Off / Brand per Showcase

Brand / Exhibitor Registration Includes:

- Exhibit table (6-foot draped)
- Full-color table-top signage (8.5" x 11")
- 3 Company representative badges
- 6 Drink coupons

PAYMENT INFORMATION Full payment must be received in the form of a business check or major credit card. Signed contract and full payment must be received by advanced registration deadline in order to receive discount rate. Companies contracting with Editor Showcase after the advanced registration agree to submit all payments no less than 30-days prior to event date. All contracts received within the 30-day window of the event date require full payment at the time of contract. Failure to submit payment according to these terms may result in forfeiture of exhibit space. No refunds will be issued for partial payments received. **Cancellation Notices** All other cancellations must be in writing and received by August 11, 2016. Cancelled exhibitors will receive a full refund minus \$100 handling fee. After August 11, 2016, no refund. **Registration fees are nontransferable; no exceptions.**

Payment by Credit Card: <input type="checkbox"/> AMEX <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Cardholder Name: _____	Card Number: _____
Security Code: _____	Exp Date: _____ Amount: \$ _____
Authorization: _____	
<input type="checkbox"/> Payment by check: Please make check payable to: MM & K, LLC and mail to: Editor Showcase, 1399 N. Cuyamaca Street; El Cajon, CA 92020	

Signature and payment constitutes company has read and understood the Addendum of registration form and also agreement to abide by the cancellation policy and all other rules and policies. MM & K, LLC reserves the right to refuse service to any individual or company.

Submitted by: _____ Date Submitted: _____
(Authorized Signature)



Addendum A - Budgeting and Space Restrictions at Editor Showcase

Electricity – Electricity is available through the Marriott Marquis. Please fill out proper electrical order forms and fax to the Marriott Marquis to purchase. Pricing varies.

Internet – Internet is available through the Marriott Marquis. Please fill out proper internet order forms and fax to the Marriott Marquis to purchase. Pricing varies.

Receiving and Delivery Handling Fee

- All packages are subject to a service fees determined by the weight of the shipment. See Shipping Instructions attached.
- Inbound pallet deliveries are subject to a \$0.75 per lb. service fee with a \$250.00 minimum.
- Shipments received 1-5 days in advance of the event will not incur a service charge.
- Shipments received more than 5 days in advance will incur varying charges.
- Any large deliveries through the Marriott loading dock must be communicated to Editor Showcase Management.
- Items that need to be stored in refrigerated or frozen storage may incur an additional fee. All boxes must be properly labeled as "Refrigeration" or "Frozen" in order to be stored accordingly.
- Once packages are shipped to the Marriott Marquis, tracking numbers must be sent to Editor Showcase Management to ensure proper deliver of your items to the Showcase room.

Ship Out Handling Fee

- All outbound deliveries are subject to service fees determined by the weight of the shipment. See Shipping Instructions attached.
- Outbound pallet shipments are subject to a \$0.75 per lb. service fee with a \$250.00 minimum.
- Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.
- Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx office team member.
- The New York Marriott Marquis will not be responsible for items left unattended.

Sampling Food

- Any food brought in must be sample sized and in DIRECT correlation with the exhibitor.
- The Marriott catering department **MUST** provide any outside food without direct correlation to exhibitors. If exhibitors are interested in providing additional food items for to enhance product samples, please send the request to Editor Showcase Management. The Marriott will then provide pricing. Pricing varies.

Preparing Food

- Exhibitors are able to use the Marriott kitchens to heat items. The Marriott staff will not heat the items for exhibitors. Exhibitors will be accompanied to the kitchen by the Marriott staff and assisted during kitchen use.
- Use of kitchen is a minimum cost of \$200.00 plus tax, and will increase based on actual use required.

Sampling Alcohol

- A Marriott bartender must serve any alcoholic beverage being served at an exhibit.
- Any alcohol brought in is subject to a service charge and corkage fee. Service charge and corkage fee will be determined by the Marriott's retail value of the product.
- Cost of bartender is \$275.00.

Space Restrictions

- Exhibit space for ALL exhibitors is limited to the 6' table provided and approximately 3' behind the table. Banners should not exceed 8' high. All pop-up banners and displays are required to adhere to these space limitations unless approved by event management.
- Back tables will only be issued by request two weeks prior to the event. Requests after the deadline are subject to additional setup costs IF requests can be accommodated.
- Affixing to the walls is strictly prohibited. Violation is subject to damage charges by the venue.

Photo Release

- By registering for the event, you hereby grant MM&K/Editor Showcase permission to use your likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration.



Shipping Instructions



Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by FedEx Office require a release signature before being released from FedEx Office's custody to the intended recipient. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient who will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up inside of the FedEx Office Business Center. Package deliveries may be scheduled by contacting the FedEx Office Business Center at (212) 575-5047. Package deliveries should only be schedule after the recipient has checked into the hotel.

Hours of Operation: 6:00 am – 7:00 pm Monday – Friday
8:00 am – 5:00 pm Saturday – Sunday

Dock is CLOSED Wednesday and Saturday 1-5pm due to the theater district traffic.
Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.

Event Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

New York Marriott Marquis
(Event Name) (Arrival Date)
Hold For Guest: (Guest Name) (Guest Cell Number)
(Guest Company Name) (Meeting Room) (Booth Number)
1535 Broadway
New York, NY 10036

Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving/Handling Fee	Outbound Pickup/Handling Fee
0.0 – 1.0 lbs.	\$10.00	\$10.00
1.1 – 10.0 lbs.	\$15.00	\$15.00
10.1 – 20.0 lbs.	\$25.00	\$25.00
20.1 – 30.0 lbs.	\$35.00	\$35.00
30.1 – 40.0 lbs.	\$55.00	\$55.00
40.1 – 50.0 lbs.	\$55.00	\$55.00
50.1 – 60.0 lbs.	\$55.00	\$55.00
60.0 lbs. and Over	\$75.00	\$75.00
Crate & Pallet *	\$0.75 p/lb. (\$250.00 minimum)	\$0.75 p/lb. (\$250.00 minimum)

* A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.

Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 – 5 Days	No Charge	No Charge
6 – 7 Days	\$25.00	\$25.00
8 Days and Over	\$50.00	\$25.00

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.