

## **Welcome!**

The entire team is thrilled to welcome you to LUXURY Privé! Our goal is to provide you with a seamless exhibiting experience before and during your time in New York. This exhibitor manual is a great reference for instructions, order forms, deadlines, regulations, and more. If you have any questions please reach out to your Customer Success Manager, Sherrad (203-840-5353).

## **Important Locations**

- Hotel Address:  
Intercontinental Barclay  
Hotel 111 E 48th St, New York, NY 10017  
Phone: (212) 755-5900
- LUXURY Privé Salon Collections will be located in The Grand Ballroom, Empire Ballroom, Morgan Suite and adjacent foyers which are all located on the second level.
- LUXURY Privé dining will be located in the Barclay Salon on level one.
- LUXURY Privé Event Registration will be located in the main lobby on the entrance level of the Intercontinental Barclay.

## **Registration**

- Registration will be open during the following hours:  
  
Saturday, July 22 1:00 pm – 5:00 pm  
Sunday, July 23 8:00 am – 5:00 pm  
Monday, July 24 8:00 am – 5:00 pm  
Tuesday, July 25 8:00 am – 3:00 pm
- Badges will NOT be mailed in advance, but will only be available for pick up at the show.
- Each salon includes 2 full badges. If you need more than 2, additional badges are \$775 each.

## **Salon Exhibit Hours**

Sunday, July 23 10:00 am-5:00 pm Salon Exhibit Hall Open

Monday, July 24 10:00 am-5:00 pm Salon Exhibit Hall

Open Tuesday, July 25 10:00 am-3:00 pm Salon Exhibit Hall Open

LUXURY Privé closes at 3:00 PM on Tuesday, July 25. All salons must remain open until that time.

## **In-Room Deliveries**

Exhibitors are not allowed to distribute any in-room deliveries to retailers. This is not allowed through LUXURY Privé or through Intercontinental Barclay.

## **Salon Set-up**

Salon set-up will commence on Saturday, July 22 at 1:00 pm. All exhibitors must have their badges prior to set up.

\*If you observe the Sabbath and need special accommodations for set-up please email Lauren Radie at [lradie@reedexpo.com](mailto:lradie@reedexpo.com).

**Security Information**

The Salon Exhibit Hall area is only open to participants with proper credentials. Security Personnel will man the entrances to and from the Salon Exhibit Areas as well as patrol inside the Salon Exhibit Areas. For your protection it is mandatory that badges be worn at all times (including evening events). All ancillary service providers will be identified by color coded wrist bracelets indicating "LUXURY Privé Show". Our service providers will be checked in and out of Salon Exhibit Hall on a daily basis. We will have a separate color wrist band for each event day.

**Vault Hours for Accessing Merchandise:**

Saturday, July 22 1:00 pm - 8:00 pm

Sunday, July 23 8:00 am - 6:00 pm

Monday, July 24 8:00 am- 10:00 am

Tuesday, July 25 8:00 am- 10:00 am and 3:00 pm- 6:00 pm

- We strongly encourage you to stop by the Vaults between 1pm and 8pm on Saturday July 22, to check the shipping manifests to ensure your merchandise has arrived.
- Please email Lauren Radie at [lradie@reedexpo.com](mailto:lradie@reedexpo.com) if you have questions about vaulting your product or choosing an armored car carrier to deliver your product to the Vaults.

**Jewelers Mutual Insurance Program**

For your convenience we have also partnered with Jewelers Mutual to offer an overnight insurance program where you can keep your merchandise in your showcases as long as they are uniquely locked and Jewelers Mutual will insure your merchandise up to \$250,000.00. For more information on this program please contact Lauren Radie at [lradie@reedexpo.com](mailto:lradie@reedexpo.com)