



## **General Information**

### **Hotel Check-In**

All LUXURY participants can check in at their reserved hotel according to the instructions listed on their emailed hotel confirmation. Please call the LUXURY housing hotline if you have any questions regarding your Hotel reservation as well as if you require additional information regarding your check-in process. The LUXURY housing number for Mandalay Bay and Delano is 866-938-7555, the Four Seasons is 702-632-5000.

### **Event Registration**

LUXURY Registration will be located outside the Oceanside and Mandalay Bay Ballrooms located on the 2nd floor. Event Registration will be open during the following hours:

<b>Thursday, June 1</b>	8:00 am – 6:00 pm
<b>Friday, June 2</b>	8:00 am – 8:00 pm
<b>Saturday, June 3</b>	8:00 am – 6:00 pm
<b>Sunday, June 4</b>	8:00 am – 6:00 pm

All LUXURY badges must be printed and validated at Registration before gaining access to any of the Salon Floor or any LUXURY events. Please refer to the Exhibitor Badge Information Tab for the Exhibitor Badge Request Form and additional information on Exhibitor Badges.

Your LUXURY Exhibitor Badge will also be valid during JCK Event Days.

### **LUXURY Exhibitor Survey**

As part of your participation in LUXURY, you are required to complete the LUXURY Exhibitor Survey. The survey is our way of collecting information on all the retailers at LUXURY in order to determine which retailers are invited to LUXURY the following year and who qualifies for upgraded hosted packages. Please make sure to complete your Exhibitor survey as accurately and thoroughly as possible. Look for your survey in your email inbox the week after LUXURY closes. We will require your completed survey by the indicated deadline date in order to consider you for participation in LUXURY 2018.

### **Salon Exhibit Hours**

The Salon exhibit hall will be open to Buyers on the following dates and hours:

<b>Friday, June 2</b>	10:00 am-6:00 pm
<b>Saturday, June 3</b>	10:00 am-6:00 pm

**Sunday, June 4** 10:00 am-6:00 pm

LUXURY Exhibitors can have access to the show floor starting at 8am each day. LUXURY closes at 6:00 PM on Sunday, June 4th. All salons must remain open until that time. LUXURY will reopen on Monday, June 5<sup>th</sup> and follow same hours as JCK.

### **Salon Set-up – LUXURY Salons, LUXURY Watch, and Elite Enclave**

Salon set-up will commence on Sunday, May 28th at 12:00 pm in the Mandalay Bay Ballroom on the 2nd floor of the Mandalay Bay Convention Center for Custom Booth Exhibitors only. If you are a LUXURY Freeman Rental Standard Salon you may begin set up on Tuesday, May 30th at 8:00am. (Please refer to the Target Map & Freeman quick Facts for additional move-in and shipping information). If you are exhibiting in ELITE ENCLAVE you will also begin set up early and you will be contacted by FB International for your set up time. All exhibitors must have their badges prior to set up. Signage will be posted outside of the ballrooms directing you to Registration as well as to the LUXURY & ELITE ENCLAVE Ballrooms.

Prestige Exhibitors will receive a separate manual with move in information.

### **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 Area as well as patrol inside the Salon Exhibit Area. 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". 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 Access**

Vaults will be open 24 hours a day for checking in merchandise starting Wednesday, May 31st at 9:00 am through Thursday, June 1st at 10:00am. If you need access to a vault earlier please contact Lauren Radie directly – lradie@reedexpo.com.

Vault Hours for Accessing Merchandise:

**Wednesday, May 31** 12:00 pm - 6:00 pm

**Thursday, June 1** 8:00 am - 6:00 pm

**Friday, June 2** 8:00 am- 10:00 am

**Saturday, June 3** 8:00 am- 10:00 am

**Sunday, June 4** 8:00 am- 10:00 am

\* We strongly encourage you to stop by the Vaults between 9am and noon on Wednesday May 31st, to check the shipping manifests to ensure your merchandise has arrived. Please refer to the Vault Tab for additional Vault, Armored Car Transportation and Security information.

For your convenience we have also included a form in this kit for you to rent an in-salon safe. Many exhibitors find an in-salon safe to be a much more convenient alternative to the vaults, and we encourage you to consider this option. Please refer to the Vault/Security section for the safe rental form.

The LUXURY Vaults will also be open from 8:00am-10:00am during JCK Event days.

## **Concierge Desk**

Our LUXURY Concierge Desk will provide the following amenities: daily newspapers, fax and copy machine, beverages, snacks and citywide resort information. The Concierge Desk will be located on the lobby level next to breakers registration. Dine out tickets will be available for pick-up through Friday at 4pm

**Monday, May 30** 9:00 am-6:00 pm

**Tuesday, May 31** 9:00 am-6:00 pm

**Wednesday, June 29** 9:00 am-6:00 pm

**Thursday, June 3** 9:00 am-6:00 pm

## **Press Room**

The Press Room will be located on the 2nd floor in the Shorelines Lobby. The Press room will be open to credentialed media on all Luxury and JCK Show Days.

All exhibitors are encouraged to leave digital (on thumb drives) press kits for our attending consumer and trade editor's review. The Press Room will be open during the same hours as above on JCK Event Days.

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