

Index

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 24 - 26, 2016

A

Admission Policy, Page 17

Advance Shipping Labels, Page 112

Agreement and Rules and Regulations
between GES and EAC, Page 135

Application for use of Outside Contractor,
Page 45

AV / PC Order Form, Page 144

B

Booth Layout - Hanging Signs, Page 131

Booth Packages, Page 44

Booth Security, Page 142

C

Carpet Brochure, Page 71

Carpet Order Form, Page 72

Cartload Service Order Form, Page 120

Certificate of Liability Insurance Sample,
Page 137

Column Wrap Order Form, Page 105

Column Wrapping Rules and Regulations,
Page 104

Convenience Package Order Form, Page 95

Convention Staffing Solutions, Page 141

Conversion Chart, Page 55

Cover Letter, Page 7

D

Digital File Preparation, Page 99

Direct Shipping Labels, Page 113

Display Case Order Form, Page 69

Domestic Third Party Billing Request, Page
66

E

Exhibit Hanging Sign Order Form, Page 133

Exhibitor Appointed Contractors (EACs)
and Third Parties, Page 134

Exhibitor Deadline Schedule, Page 11

F

Fire Regulation Information, Page 32

Floral Order Form, Page 139

Forklift Order Form, Page 125

Form A - Directory Listing, Page 39

Form B - Exhibitor Badge Registration,
Page 40

Free Opportunities, Page 151

Freight Service Questionnaire, Page 116

Furniture & Accessories Order Form, Page
76

Furniture Package Order Form, Page 79

G

General Information, Page 14

General Information, Page 56

GES Information and Order Forms, Page 4

GES Payment Policy, Page 68

GES Terms, Page 61

GES Terms and Conditions of Contract,
Page 61

GES Transportation Plus, Page 109

011600462

040516

Index

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 24 - 26, 2016

Graphics & Signage Order Form, Page 102

H

Hand Carry Map, Page 48

Hanging Sign / Truss Labor Information, Page 127

Hanging Sign Labor Order Form, Page 128

Hanging Sign Shipping Labels, Page 132

Housing Form, Page 46

I

Insurance Brochure, Page 41

Insurance Certificate Sample, Page 43

International 3rd Party Billing Request, Page 67

L

Labor Information and Regulations, Page 122

Lead Retrieval, Page 147

M

Mandalay Bay Exclusive Provider Services, Page 138

Marketing Order Forms, Page 165

Marshaling Yard & Direct Deliveries Information, Page 117

Material Handling Information, Page 106

Material Handling/Drayage Order Form, Page 110

N

Notice of Intent to Use EAC and Policies and Procedures, Page 134

O

Official Service Providers, Page 12

Operation of All Mechanical Lifts, Page 64

P

Paid Opportunities, Page 156

Payment and Credit Card Charge Authorization, Page 65

PBA Member Benefits, Page 8

Power Package Layout Form, Page 54

Power Package Layout Form, Page 70

Powered Pedestal Order Form, Page 53

Pre-Printed Bill of Lading (BOL) / Outbound Labels Request, Page 114

R

Raw Space Hardwall Graphic Order Form, Page 98

Raw Space Hardwall Order Form, Page 97

Ready Stand Description, Page 48

Ready Stand Graphic Wall Order Form, Page 51

Ready Stand Options Accessories Order Form, Page 49

Ready Stand Package Panels Damage Information, Page 50

Rules & Regulations, Page 19

S

Section 1 - General Information, Page 5

Section 10 - Miscellaneous, Page 139

Section 11 - Marketing Opportunities, Page 149

Section 2 - Rules & Regulations, Page 19

011600462

040516

Index

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 24 - 26, 2016

Section 3 - Mandatory Forms, Page 39

Section 4 - Ready Stand Information, Page 48

Section 5 - GES Information, Page 56

Section 6 - Booth Furnishings, Page 69

Section 7 - Shipping and Storage, Page 106

Section 8 - Labor and Signage, Page 122

Section 9 - Mandalay Bay, Page 138

Shipping Labels: Advance, Page 112

Shipping Labels: Direct, Page 113

Show Checklist, Page 13

Show Information, Page 5

Show Site Work Rules, Page 60

Showsite Storage Order Form, Page 118

Specialty Furniture Brochure, Page 80

Specialty Furniture Order Form, Page 89

Staff Listing, Page 10

Standard Furniture Brochure, Page 73

Standard Graphics Brochure, Page 101

Stop. Think. Safety., Page 59

T

Tips for New Exhibitors, Page 57

V

Vehicle Placement Order Form, Page 121

W

Warehouse Storage Service Order Form, Page 115

011600462

040516