

Show Information

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 - International
Mandalay Bay Convention Center
July 9 - 11, 2017

Inquiries and requests for Cosmoprof International Exhibitors can be sent using the following email address: NSCCosmoProf@GES.com

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600463/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520
Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

All booths are measured in meters

Backwall: Hardwall
Ready Stand Carpet Color: Pepper

Aisle Carpet Colors:

Main Aisles: White
Professional Section: Pepper
Cosmetics Section: Cayenne
Packaging Section: Blue Jay

Discount Deadline Date

Wednesday, June 14 GES orders must be received with payment by this date.

Exhibitor Move In

Wednesday, July 5	1:00 PM - 5:00 PM	For Booths 60 SQM and Over
Thursday, July 6	8:00 AM - 5:00 PM	For Booths 24 SQM and Over
Friday, July 7	8:00 AM - 5:00 PM	All International and Domestic Exhibitors
Saturday, July 8	8:00 AM - 6:00 PM	All International and Domestic Exhibitors

Show Hours

Sunday, July 9	10:00 AM - 6:00 PM
Monday, July 10	9:00 AM - 6:00 PM
Tuesday, July 11	9:00 AM - 3:00 PM

Exhibitor Move Out

Tuesday, July 11	3:00 PM - 10:00 PM
Wednesday, July 12	8:00 AM - 3:00 PM

Carrier Check-in Post-Show

Wednesday, July 12 7:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, July 12 3:00 PM All exhibitor materials must be removed.

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G-1 012617

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES
Cosmoprof North America - International
(Your Company Name & Booth Number)
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:

May 31 - June 28, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

Direct Shipments to Show Site:

c/o GES
Cosmoprof North America - International
(Your Company Name & Booth Number)
Mandalay Bay Convention Center
3950 S. Las Vegas Blvd.
Las Vegas, NV 89119
USA

Shipments should arrive on:

July 5, 2017, 1:00 PM - 5:00 PM For Booths 60 SQM and Over
July 6, 2017, 8:00 AM - 5:00 PM For Booths 24 SQM and Over
July 7, 2017, 8:00 AM - 5:00 PM All International and Domestic Exhibitors
July 8, 2017, 8:00 AM - 5:00 PM All International and Domestic Exhibitors
Reference Targeted Floorplan for Dates & Times.

Marshaling Yard Site Address:

2982 West Post Road
Las Vegas, NV 89119
USA

G-1 012617 041117 011600463



COSMOPROF

NORTH AMERICA LAS VEGAS

Cosmoprof North America 2017

July 9 – 11, 2017 • Las Vegas, NV

Dear Exhibitor,

Thank you for exhibiting at Cosmoprof North America.

In the 2017 Exhibitor Resource Guide (ERG) you will find the necessary information to get ready for the Exhibition.

Please make sure that you fill in all the **Obligatory Forms** and the **Essential Services** which may be useful during your participation at the Show (badge registration, booth furnishing, shipping and much more).

You may also consider all the **Marketing and Promotion Opportunities** available on our website www.cosmoprofnorthamerica.com.

We remain at your complete disposal for any request or enquiry. Do not hesitate to contact us for any information you may need.

On behalf of Cosmoprof North America and BolognaFiere Group we wish you a successful Show.

Looking forward to welcome you to Las Vegas!

BolognaFiere Group

Tel: +39 051 282848

Fax: +39 051 6374022

international@bolognafiere.it



Cosmoprof North America is produced by North American Beauty Events LLC (NABE).
NABE is a joint venture between the Professional Beauty Association (PBA) and BolognaFiere Sp.A.



EVENTS STAFF LISTING North American Beauty Events

For questions on booth sales, advertising, or sponsorships contact:

Cosmetics & Personal Care Sector and Special Areas

Arianna Vivarelli – International Sales Account

T: +39 02 454 708 233 arianna.vivarelli@cosmoprof.it

Professional Beauty sector

Chiara Santi - International Sales Account

T: +39 02 454 708 218 chiara.santi@cosmoprof.it

Packaging, Contract Manufacturing & Private Label Sector

Elena Sandrini – International Sales Account

T: +39 02 454 708 250 elena.sandrini@cosmoprof.it

For questions on your booth, move-in/out, rules and regulations, invoices/payment of space fee contact:

Eleonora Aroldi – Post sales service

T: +39 051 282845 – eleonora.aroldi@bolognafiere.it

For questions on registration, contact:

Gina Moon – Event Operations Coordinator

+1 480-455-3456 gina@probeauty.org

Chris Kline – Event Operations Manager

+1 480-455-3425 ckline@probeauty.org

NORTH AMERICAN EXHIBITORS

NABE North American Sales Office
15825 North 71st Street, #100
Scottsdale, AZ 85254 USA
Tel.: 480.281.0424
Fax: 480.905.0708

INTERNATIONAL EXHIBITORS

BolognaFiere S.p.A.
Viale della Fiera 20
40127 Bologna - Italy
Tel.: +39.051.282.848
Fax: +39.051.637.4022

COSMOPROF

NORTH AMERICA LAS VEGAS

This checklist is designed to benefit you in planning your Cosmoprof North America exhibit.
We encourage you to make copies of this list for your show staff.

Deadline	Task	Contact	Date Done
April 2017			
1st	Final payment for booth space	Eleonora Aroldi eleonora.aroldi@bolognafiere.it	
May 2017			
1st	Ad Deadline (Promotional Opportunities, Show Directory)	Sales Chiara Santi +39 02 454 708 218	
5th	Official Exhibition Directory Entry	Chiara Santi +39 02 454 708 218	
5th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Eleonora Aroldi eleonora.aroldi@bolognafiere.it	
5th	Exhibitor Appointed Contractor (EAC) Form	Eleonora Aroldi eleonora.aroldi@bolognafiere.it	
31st	Advance Shipments may begin arriving at Warehouse	GES +1 800-475-2098	
June 2017			
1st	Exhibitor Badge Registration	Experient +1 800-310-7554	
5th	Hotel Reservations	Par Avion +1 800-826-8133	
14th	Discount Deadline for GES Orders	GES +1 800-475-2098	
18th	Electrical Orders	Mandalay Bay Convention Center	
18th	Catering Orders	Mandalay Bay Convention Center	
18th	Audio-Visual Orders	Mandalay Bay Convention Center	
18th	Telephone/Network Orders	Mandalay Bay Convention Center	
30th	Last Day for Advance Shipments without surcharge	GES +1 800-475-2098	
July 2017			
5th-8th	Direct Shipments to Exhibit Site	GES +1 800-475-2098	

Visit us online at www.cosmoprofnorthamerica.com for all your ordering needs!



OFFICIAL SERVICE PROVIDERS

Cosmoprof North America 2017

This Exhibitor Resource Guide contains all official vendors contracted to serve the exhibitors of Cosmoprof North America 2017. Use of other vendors not listed in this manual may result in additional costs to you.

GENERAL SERVICE CONTRACTOR

Global Experience Specialists (GES)

7000 Lindell Road
Las Vegas, NV 89118
Phone: +1 702-515-5970
Toll Free: +1 800-475-2098
Fax: +1 866-329-1437
www.ges.com

FLORIST

ShowPlants

2329 Ozark Plateau Dr.
Henderson, NV 89044
Phone: +1 702-740-4704
Fax: +1 702-740-4705
Email: showplants@cox.net

TEMP STAFF

Trade Show Temps

info@tradeshowtemps.net
Phone: +1 888-748-3677
www.TradeShowTemps.net

REGISTRATION

Experient

Phone: +1 301-694-5243
Toll Free: +1 800-310-7554
Fax: +1 301-694-5124
www.cosmoprofnorthamerica.com

BOOTH SECURITY

Show-Time Services

8332 Lambert Drive
Huntington Beach, CA 92647
Phone: +1 714-397-3871
www.show-timeservices.com

**ELECTRICAL, AV, TELEPHONE, NETWORK,
SECURITY, CATERING, BOOTH CLEANING,
RIGGING, AIR & WATER (Exclusively provided by
Mandalay Bay Conv. Center)**

Mandalay Bay Convention Center

Order Processing Department
3970 Las Vegas Blvd South
Las Vegas, NV 89119
Phone: +1 855-408-1349
www.mandalaybayexhibitorservices.com

HOTEL RESERVATIONS

Par Avion Meetings & Conventions

15901 Hawthorne Blvd, Suite 440
Lawndale, CA 90260
Phone: +1 800-826-8133
Fax: +1 310-649-3554
www.cosmoprofnorthamerica.com

HEADQUARTER HOTEL

Mandalay Bay Resort & Casino
3970 Las Vegas Boulevard South
Las Vegas, NV 89119

ADDITIONAL HOTELS

Luxor

Excalibur

Delano (formerly THE Hotel)

AIR TRAVEL / AUTO RENTAL

Par Avion Meetings & Conventions

15901 Hawthorne Blvd, Suite 440
Lawndale, CA 90260
Phone: +1 800-826-8133
Fax: +1 310-649-3554
www.cosmoprofnorthamerica.com

Visit us online at www.cosmoprofnorthamerica.com.



SHOW CHECKLIST
Cosmoprof North America 2017

Don't forget these important tools! You might want to consider taking the following items with you to Cosmoprof North America 2017:

- Copies of all forms faxed, e-mailed or mailed to any of the vendors in this manual, including CPNA official forms
Business cards
Tape (packing tape and "scotch" tape)
Box cutter
Return address shipping labels
Screwdrivers
Stapler and staples
Scissors
Thumb tacks
Paper clips
Calculator
Pens, scratch paper
Rubber bands
"Post-it" notes
Ruler
Tissues
Calendar
Candy and bowl
Paper towels and spray cleaner
Telephone (if you order telephone service, you may use your own phone to avoid paying a refundable deposit)
List of your Customers or Buyers
Price lists for the different types of buyers that will stop by your booth (distributor, wholesale, international, OTC or specialty store, salon owner, etc.)

List your personal company items here:

Two columns of horizontal lines for listing personal company items.

Visit us online at www.cosmoprofnorthamerica.com.



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ATTIRE

Business attire is recommended for all Cosmoprof North America events.

BADGES/REGISTRATION

Exhibitors may request badges for company personnel by logging onto the registration website through the exhibitor login console: www.cosmoprofnorthamerica.com. **Please refer to the registration instruction form provided within this manual.** It is a violation of show rules to order badges for any person who is not connected to the exhibiting company. Positive identification will be required at the Cosmoprof North America registration desk.

IMPORTANT – PLEASE READ

Due to the increased fraudulent use of exhibitor badges, Cosmoprof North America will NO LONGER PERMIT one representative from an exhibiting company to pick up all exhibitor badges for that company. Each registered exhibitor must present valid photo ID at Exhibitor Registration to receive their badge. Exhibitor registration opens on Friday, July 7 at 1pm. A badge is required to enter the show floor.

CARPET COLORS

The aisle carpet in the exhibit hall will vary by section:

Professional Beauty: Pepper

Cosmetics & Personal Care: Cayenne

Packaging & Contract MFG: Blue Jay

CATERING (Exclusive to Mandalay Bay Convention Center)

The exclusive caterer for the Mandalay Bay Convention Center is Mandalay Bay Resort & Casino. Exhibitors requiring catering in their booths may contact Mandalay Bay Convention Center Order Processing Department at (+1) 702-322-3000 or order online at MandalayBayExhibitorServices.com. Food & Beverage cannot be brought in from any source other than Mandalay Bay Resort & Casino, or exhibitor will face a surcharge.

EXHIBIT SPACE

Each space is sold as either Raw Space or Ready Stand. Cosmoprof North America uses the metric system for all space measurements.

THERE WILL BE NO EXHIBITOR SUPPLIED PIPE AND DRAPE ALLOWED AT THIS EVENT! CPNA RESERVES THE RIGHT TO MASK UNSIGHTLY AREAS, IF NECESSARY, AT EXHIBITOR'S EXPENSE.

FREE CARTLOAD BENEFIT - 90 Kg (200lbs) and under

To alleviate some of the costs incurred in assembling a Cosmoprof exhibit, CPNA will be helping exhibitors with "Hand Carry" items. Union rules and regulations can be very expensive for exhibitors who wish to simply bring small boxes and lightweight items directly into their booths. A special area will be set aside for those exhibitors who choose to utilize this service. The **Cartload** area designated for all sections will be located in the temporary parking lot. This lot is located directly across the street from the former MBCC parking lot. The entrance to this lot is located on Four Seasons Drive. CPNA will have signage for the **Cartload Area**. CPNA, at its own expense, will hire GES personnel to cartload lightweight exhibitor



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items to their booths. Exhibitors are still **NOT PERMITTED** to use wheeled carts to tote items into and out of the exhibit hall. However, with the hired help of GES through CPNA, exhibitors will have an easier time moving their materials, at no cost to the exhibitor (limited to one trip, 90 Kg (200lbs) & under).

Cosmoprof urges smaller-size exhibitors to plan accordingly and maximize their savings by taking advantage of this free service. For further information, communicate with Show Management. **This very special service will be available to all sections during the following “exhibitor set-up” hours:**

- **Saturday, July 8 8:00am - 5:00pm**

INSURANCE

Exhibitors must insure themselves, at their own expense, against property loss or damage and against liability for personal injury. This coverage is usually available at minimal or no cost. **Please note:** CPNA recommends Rainprotection Insurance Services if you do not already have insurance coverage.

The exhibitor must ensure that there is a valid insurance policy in existence prior to it seeking access to the Mandalay Bay Convention Center. The policy must be satisfactory to Show Management and must cover theft, public liability, damage to property and effects, personal injury, consequential loss and other such risks.

A copy of the insurance certificate must be submitted to Show Management by **May 5, 2017** before access to show floor will be granted to any employee of said company. No badges will be issued without proper insurance.

LIABILITY

The exhibitor agrees to indemnify and hold Show Management harmless, on demand, against all claims, liabilities, losses, suits, damages, judgments, expenses, costs and charges of any kind arising out of the default or negligence of, or any damage caused by, the exhibitor or its employees, servants, agents, contractors, sub-contractors and all other representatives.

All exhibits are brought to, displayed at and removed from the Mandalay Bay Convention Center at the exhibitor’s own risk and should be safeguarded by the exhibitor at all times.

Show Management shall not be responsible for any error or omission relating to the exhibitor, its equipment, products or services in the listings in the exhibition’s Official Show Directory or in any promotional material. If the exhibition is cancelled or postponed due to any major event, the fees may be reduced by such amount as the Organizers, at their absolute discretion, see fit. The exhibitor shall have no claim whatsoever for compensation for loss or damage suffered or additional expenses incurred as a result of any cancellation, postponement and alteration in character or reduction in scale of the exhibition. Generally, participation by the exhibitor in the exhibition is solely at the exhibitor’s own risk.



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OFFICIAL INSTALLATION (SET-UP) HOURS FOR ALL SECTIONS & MEETING ROOMS

Wednesday, July 5	1:00 pm – 5:00 pm	(Targeted: 60sqm and above)
Thursday, July 6	8:00 am – 5:00 pm	(Targeted: 60sqm and above)
Friday, July 7	8:00 am – 5:00 pm	
Saturday, July 8	8:00 am – 5:00 pm	

OFFICIAL DISMANTLING (TEAR-DOWN) HOURS FOR ALL SECTIONS & MEETING ROOMS

Tuesday, July 11	3:00 pm – 10:00 pm
Wednesday, July 12	8:00 am – 3:00 pm

DO NOT tear-down before 3:00 pm on Tuesday, July 11th — it is a breach of trade show rules. Security will not allow anyone to leave with roller or luggage carts prior to show close.

SECTIONS

- Professional Beauty
- Cosmetics & Personal Care
- Packaging & Contract Manufacturing
- Meeting Rooms

REGISTRATION HOURS

Exhibitor badges may be picked up at Exhibitor Registration located in Bayside D of the Mandalay Bay Convention Center during official registration hours:

Wednesday, July 5	Target Only (60sqm and above) Wristbands to be given by Security
Thursday, July 6	Target Only (24sqm and above) Wristbands to be given by Security
Friday, July 7	1:00 pm – 5:00 pm
Saturday, July 8	8:00 am – 5:00 pm
Sunday, July 9	7:30 am – 6:00 pm
Monday, July 10	7:30 am – 6:00 pm
Tuesday, July 11	7:30 am – 3:00 pm

If you have any questions regarding registration policies, please call Cosmoprof North America Registration Support Services: (+1) 800.310.7554; (+1) 240.439.2553).

SHOW HOURS FOR ALL SECTIONS & MEETING ROOMS

Sunday, July 9	10:00 am – 6:00 pm
Monday, July 10	9:00 am – 6:00 pm
Tuesday, July 11	9:00 am – 3:00 pm

Exhibitors **ONLY** are permitted on the trade show floor 1½ hours prior to trade show opening.

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IMPORTANT – PLEASE READ

Please find here below some suggestions in order to avoid extra costs when planning your participation at Cosmoprof North America 2017.

At the time of shipping your goods to the Show, **please make sure you verify with the Freight Forwarder that you have complied with all the requested and compulsory documentation for FDA certificate / registration**, in order to have your cosmetic products and goods allowed into the US territory and properly cleared through customs and delivered to your booth.

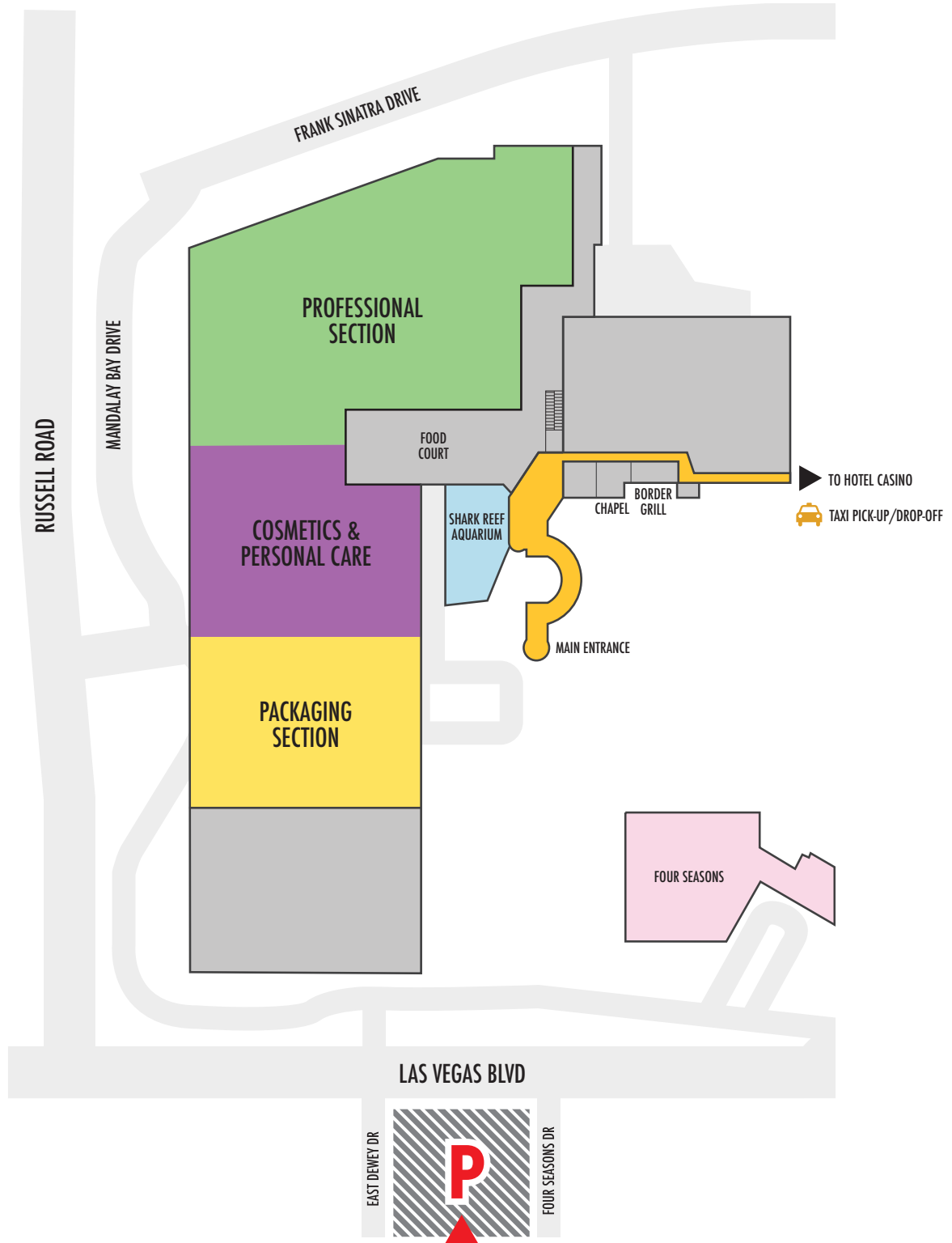
The Organizers are not responsible for any goods not cleared through customs or which cannot be delivered to the Show because of wrong or missing documentation.

- Remember to place your orders for electrical, compressed air and water, cleaning, hanging signs and the other services provided by **Mandalay Bay Convention Center**, prior to the Show opening, as per deadlines indicated on the Forms. When placing orders for electrical, compressed air and water, consider straight time and over time for labor rates.
- Remember to place your orders for material handling, storage provided by **GES** (official contractor) by the deadline date.
- Consider the possibility of benefiting from the **FREE CARTLOAD** service to take your exhibits to the Show floor: NO DRYAGE is applied to this material and CPNA will hire at their own expense GES personnel to hand-carry exhibitors' lightweight items to their booth.
Please note that this service is limited to one trip and at a maximum weight of 90 kg & under - 200 lbs.

NORTH AMERICAN EXHIBITORS
NABE North American Sales Office
15825 North 71st Street, #100
Scottsdale, AZ 85254 USA
Tel.: +1 480.281.0424
Fax: +1 480.905.0708

INTERNATIONAL EXHIBITORS
BolognaFiere S.p.A.
Viale della Fiera 20
40127 Bologna – Italy
Tel.: +39.051.282.848
Fax: +39.051.637.4022

CARTLOAD SERVICE
SATURDAY, JULY 8 8AM - 5PM
UP TO 200LBS



CHECK-IN FOR CARTLOAD SERVICE
AFTER CHECK-IN, YOU WILL BE DIRECTED TO THE MBCC FOR
CARTLOAD SERVICE IN ORDER OF ARRIVAL