

# Exhibitor Services Manual Table of Contents

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 9 - 11, 2017

<b>GES Information and Order Forms</b>	<b>4</b>
<b>Section 1 - General Information</b>	<b>5</b>
Show Information	5
Cover Letter	7
PBA Member Benefits	8
Staff Listing	10
Exhibitor Deadline Schedule	11
Official Service Providers	12
Show Checklist	13
General Information	14
Target Information	17
Cartload Service Map	18
<b>Section 2 - Rules &amp; Regulations</b>	<b>19</b>
Rules & Regulations	19
Fire Regulation Information	32
<b>Section 3 - Mandatory Forms</b>	<b>39</b>
Directory Listing	39
Registration Form	40
Insurance Info	41
Sample Certificate of Insurance	42
Booth Packages	43
EAC form	44
Housing Form	45
<b>Section 4 - Ready Stand Information</b>	<b>47</b>
Ready Stand Package	47
Ready Stand Options Accessories Order Form	48
Ready Stand Package Panels Damage Information	50
Ready Stand Graphic Wall Order Form	51
Powered Pedestal Order Form	53
Power Package Layout Form	54
Conversion Chart	55
<b>Section 5 - GES Information</b>	<b>56</b>
General Information	56
Tips for New Exhibitors	57
Stop. Think. Safety.	59
Show Site Work Rules	60
GES Terms and Conditions of Contract	61
Operation of All Mechanical Lifts	64
<b>Required Forms</b>	<b>65</b>
Payment and Credit Card Charge Authorization	65

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# Exhibitor Services Manual Table of Contents

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 9 - 11, 2017

Domestic Third Party Billing Request	66
International 3rd Party Billing Request	67
GES Payment Policy	68
<b>Section 6 - Booth Furnishings</b>	<b>69</b>
Display Case Order Form	69
Power Package Layout Form	71
Carpet Brochure	72
Carpet Order Form	73
Standard Furniture Brochure	74
Furniture & Accessories Order Form	77
Furniture Package Order Form	80
Specialty Furniture Brochure	81
Specialty Furniture Order Form	90
Convenience Package Order Form	96
Raw Space Hardwall Order Form	98
Raw Space Hardwall Graphic Order Form	99
Standard Exhibit Systems Order Form	101
Digital File Preparation	102
Standard Graphics Brochure	104
Graphics & Signage Order Form	105
Column Wrapping Rules and Regulations	107
Column Wrap Order Form	108
<b>Section 7 - Shipping and Storage</b>	<b>110</b>
Material Handling Information	110
GES Transportation Plus	113
Material Handling/Drayage Order Form	114
Special Handling Brochure	116
Advance Shipping Labels	116
Direct Shipping Labels	117
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	118
Warehouse Storage Service Order Form	119
Freight Service Questionnaire	120
Marshaling Yard & Direct Deliveries Information	121
Show Site Storage Order Form	122
Cartload Service Order Form	124
Vehicle Placement Order Form	125
<b>Section 8 - Labor and Signage</b>	<b>126</b>
Labor Information and Regulations	126
Forklift Order Form	128
Hanging Sign / Truss Labor Information	130
Hanging Sign Labor Order Form	131

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# Exhibitor Services Manual Table of Contents

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 9 - 11, 2017

Booth Layout - Hanging Signs	134
Hanging Sign Shipping Labels	135
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>136</b>
Notice of Intent to Use EAC and Policies and Procedures	136
Agreement and Rules and Regulations between GES and EAC	137
Certificate of Liability Insurance Sample	139
<b>Section 9 - Mandalay Bay</b>	<b>140</b>
Mandalay Bay Brochure	140
<b>Section 10 - Miscellaneous</b>	<b>141</b>
Lead Retrieval Order Form	141
Floral/Plant Order Form	143
Temp Staff	145
Security Order Form	146
SmartSource Equipment Rentals	148
<b>Section 11 - Marketing Opportunities</b>	<b>151</b>
Free Opportunities	153
Paid Opportunities	159
Marketing Order Forms	151
Mobile App Sponsorship Opportunities	173
<b>Index</b>	<b>176</b>

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## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

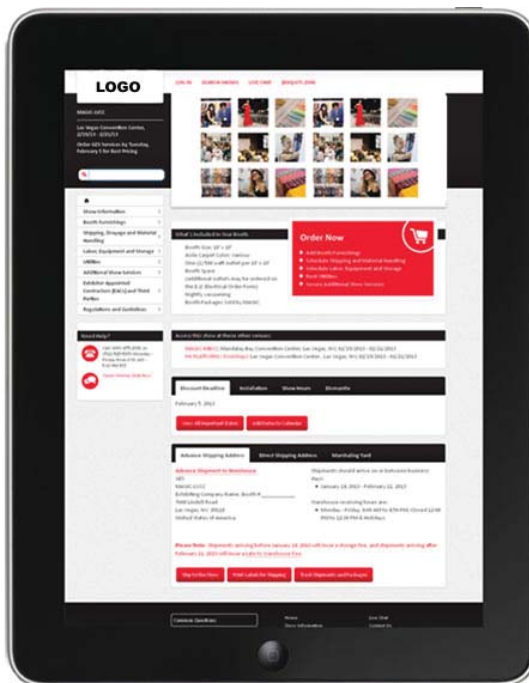
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/011600463/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# 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  
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)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098  
FAX (in USA): 866.329.1437

International Calls: 702.515.5970  
International Faxes: 702.263.1520

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

**Advance Shipments to Warehouse:**

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

**Shipments should arrive on or between:**

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

**Direct Shipments to Show Site:**

c/o GES  
Cosmoprof North America  
(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

**Marshaling Yard Site Address:**

2982 West Post Road  
Las Vegas, NV 89119  
USA

Dear Exhibitor,

On behalf of the Professional Beauty Association (PBA) and Cosmoprof North America (CPNA), we would like to extend a special welcome and thank you for exhibiting at Cosmoprof North America 2017. We are pleased to present your 2017 Exhibitor Resource Guide (ERG). This guide is designed to give you the tools and information needed to ensure a smooth-running and successful show experience. The Guide includes information on booth furnishings and utilities, details on labor, shipping, badge registration, and much more.

Cosmoprof North America takes place during PBA Beauty Week – an inclusive beauty event catering to all sectors of the industry. PBA Beauty Week brings attendees and exhibitors resources to advance their businesses from networking to education. PBA Beauty Week is produced by the Professional Beauty Association and hosted by Cosmoprof North America.

#### PBA BEAUTY WEEK EVENTS INCLUDE:

**PBA Business Forum** provides an overview of the key trends and issues effecting the beauty industry as well as providing attendees with an update of PBA's key initiatives and strategic initiatives. This year PBA is proud to host 2017 Keynote Speaker, Ervin "Magic" Johnson, who will discuss business successes in his keynote presentation "Understand Your Customer and Over Deliver."

**Beacon** offers the best and brightest cosmetology students from across the nation the opportunity to network and learn from some of the most successful artists in the industry. The event runs from Saturday, July 8 to Monday, July 10.

**North American Hairstyling Awards (NAHA)** celebrates the artistry and skill of beauty professionals in the most prestigious photographic hairstyling competition in North America. Winners in all 14 categories will be announced Sunday, July 9, beginning at 6:30pm with the NAHA Red Carpet Reception.

**PBA Sponsored Education** includes specialized education for manufacturers, distributors and salon professionals, taught by industry's leading experts. This year's Distributor Workshop, taking place on Monday, July 10th, will focus on how the blurred lines of the consumer/producer relationship are redefining notions of traditional supply chain, and forcing the industry to work smarter. Classes are available a la carte for Sunday, July 9th and Monday, July 10th.

Please visit [probeauty.org/beautyweek](http://probeauty.org/beautyweek) for more information and to purchase tickets to these special events.

On behalf of the Professional Beauty Association, we look forward to serving you and the entire professional beauty industry at Cosmoprof North America and PBA Beauty Week.



Steve Sleeper  
Executive Director  
Professional Beauty Association



Reuben Carranza  
Chairman, Board of Directors  
Professional Beauty Association

## 2017 COSMOPROF NORTH AMERICA EXPO HOURS

Sunday, July 9 | 10:00am - 6:00pm

Monday, July 10 | 9:00am - 6:00pm

Tuesday, July 11 | 9:00am - 3:00pm

## **pba** MEMBER BENEFITS

The Professional Beauty Association exists to elevate, unify and serve the beauty industry and the professionals who improve people's lives.

PBA exhibiting members receive:

- 300 lbs. FREE drayage
- 10% discount on GES installation/de-installation labor
- Discount flat small package handling @ \$5 per carton (up to 50 lbs. each)
- Access to the exclusive PBA Member Lounge on the show floor
- Discounted admission to PBA Beauty Week events and education on the CPNA show floor
- PBA Member exhibitor welcome pack, including PBA member signage/lanyard
- Invitation to the PBA Member Cocktail Reception

Being a member of the Professional Beauty Association advances our industry. To learn more about becoming a member please visit [probeauty.org/join](http://probeauty.org/join) or call the PBA Membership team at 480.455.3460.

# SHOW DISCOUNTS AND BENEFITS 2017

## FREE DRAYAGE, HANDLING DISCOUNTS AND PERKS

*PBA Members receive*

- 300 lbs. of free drayage (the cost to move your exhibit material within the convention center)
- 10% off installation/de-installation labor, automatically credited to your GES convention services onsite invoice
- Discounted \$5 flat small package handling rate (up to 50 lbs. each)

## PBA MEMBER LOUNGE

Enjoy access to the exclusive PBA Member Lounge located adjacent to PBA Booth #51323. Complimentary refreshments, free internet access, networking and VIP amenities for PBA members only.

## DISCOUNTS ON EDUCATION AND SPECIAL EVENTS

- Ability to **exhibit** at the **International Salon and Spa Expo Long Beach (ISSE)**
- Access to attend **ISSE** without exhibiting
- Access to the exclusive PBA Member Lounge at **PBA Signature Events**
- Discounted Admission to the **North American Hairstyling Awards (NAHA)** and the **PBA Business Forum**
- Discounted tickets to business education at **Cosmoprof North America**
- Discounted admission to the **PBA Executive Summit**
- Discounted admission to the **PBA Distributor Executive Conference**

*Not yet a member?*

**JOIN TODAY TO RECEIVE THESE BENEFITS. MEMBERSHIP STARTS AT ONLY \$175.**  
**PROBEAUTY.ORG/JOIN**



# ADDITIONAL RESOURCES

## EDUCATION

- Discounted tuition and/or admission to PBA produced [education events, competitions](#) and [programs](#)
- Complimentary [live education webcasts](#)

## RESOURCES

- [PBA Member Tile](#) for use on your website and printed collateral
- Access to entire library of [Business Blueprints](#)
- Discounts on publications, education and business services offered through the National Association of Wholesaler-Distributors [NAW](#)

## PUBLICATIONS

Free subscriptions to these publications plus 5 others:

- [American Salon](#)
- [Beauty Store Business](#)
- [Modern Salon](#)
- One year digital subscription to the [Beauty Industry Report](#) - for new subscribers only

## RESEARCH

- Discounted pricing and member-only access to [valuable industry research](#)
- Complimentary access to the [National Salon/Spa Industry Tracking Survey, Salon/Spa Industry Profile](#) and many other industry reports
- Exclusive access to the [PBA Market Shipment Study](#)
- Exclusive access to all versions of the [PBA Distributor Benchmarking Survey](#)

## NETWORKING/BUSINESS DEVELOPMENT

- Corporate listing in online [membership directory](#)
- Various association [volunteer opportunities](#) and ability to serve on advisory councils and board of directors
- Access to contacts of other Manufacturer and Distributor section members
- [Press releases](#) highlighting member and/or member companies added to [PBA Blog](#)



**EVENTS STAFF LISTING**  
**North American Beauty Events**

**NORTH AMERICAN EXHIBITORS**

**800-468-2274**

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

Toni Davis – Director of Sales  
x3443 [toni@probeauty.org](mailto:toni@probeauty.org)

Trisha Thiede – Sales Representative  
X3432 [Trisha@probeauty.org](mailto:Trisha@probeauty.org)

**For questions on your booth, move-in/out, rules and regulations, contact:**

Jen Burns – Trade Show Manager  
x3433 [jen@probeauty.org](mailto:jen@probeauty.org)

**For questions on registration, contact:**

Gina Moon – Event Operations Coordinator  
x3456 [gina@probeauty.org](mailto:gina@probeauty.org)

Chris Kline – Event Operations Manager  
x3425 [ckline@probeauty.org](mailto:ckline@probeauty.org)

**NORTH AMERICAN EXHIBITORS**

NABE North American Sales Office  
15825 North 71<sup>st</sup> 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



## Exhibitor Deadline Schedule

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
<b>March-2017</b>			
31st	Final payment for booth space	Trisha Thiede 480-455-3432	
<b>May-2017</b>			
1st	Ad Deadline (Promotional Opportunities, Show Directory)	Sales 800-468-2274	
5th	Official Exhibition Directory Entry	Jen Burns 480-455-3433	
5th	Certificate of Liability Insurance	Rainprotection Insurance 800-528-7975	
5th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Jen Burns 480-455-3433	
5th	Exhibitor Appointed Contractor (EAC) Form	Jen Burns 480-455-3433	
31st	Advance Shipments may begin arriving at Warehouse	GES 800-475-2098	
<b>June-2017</b>			
1st	Exhibitor Badge Registration	Experient 800-310-7554	
5th	Hotel Reservations	Par Avion 800-826-8133	
14th	Discount Deadline for GES Orders	GES 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 800-475-2098	
<b>July-2017</b>			
5th-8th	Direct Shipments to Exhibit Site	GES 800-475-2098	

Visit us online at [www.cosmoprofnorthamerica.com](http://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: 702-515-5970  
Toll Free: 800-475-2098  
Fax: 866-329-1437  
[www.ges.com](http://www.ges.com)

#### FLORIST

##### ShowPlants

2329 Ozark Plateau Dr.  
Henderson, NV 89044  
Phone: 702-740-4704  
Fax: 702-740-4705  
Email: [showplants@cox.net](mailto:showplants@cox.net)

#### TEMP STAFF

##### Trade Show Temps

[info@tradeshowtemps.net](mailto:info@tradeshowtemps.net)  
Phone: 888-748-3677  
[www.TradeShowTemps.net](http://www.TradeShowTemps.net)

#### REGISTRATION

##### Experient

Phone: 301-694-5243  
Toll Free: 800-310-7554  
Fax: 301-694-5124  
[www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)

#### BOOTH SECURITY

##### Show-Time Services

8332 Lambert Drive  
Huntington Beach, CA 92647  
Phone: 714-397-3871  
[www.show-timeservices.com](http://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: 855-408-1349  
[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

#### HOTEL RESERVATIONS

##### Par Avion Meetings & Conventions

15901 Hawthorne Blvd, Suite 440  
Lawndale, CA 90260  
Phone: 800-826-8133  
Fax: 310-649-3554  
[www.cosmoprofnorthamerica.com](http://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: 800-826-8133  
Fax: 310-649-3554  
[www.cosmoprofnorthamerica.com](http://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:

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Visit us online at [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com).



## GENERAL INFORMATION

### Cosmoprof North America 2017

July 9 – 11, 2017 • Las Vegas, NV

#### 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](http://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 702-322-3000 or order online at [MandalayBayExhibitorServices.com](http://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 (200 lbs. 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



## GENERAL INFORMATION

### Cosmoprof North America 2017

July 9 – 11, 2017 • Las Vegas, NV

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, 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.





**GENERAL INFORMATION**  
**Cosmoprof North America 2017**  
July 9 – 11, 2017 • Las Vegas, NV

**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 11<sup>th</sup> — 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: (800.310.7554; 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.





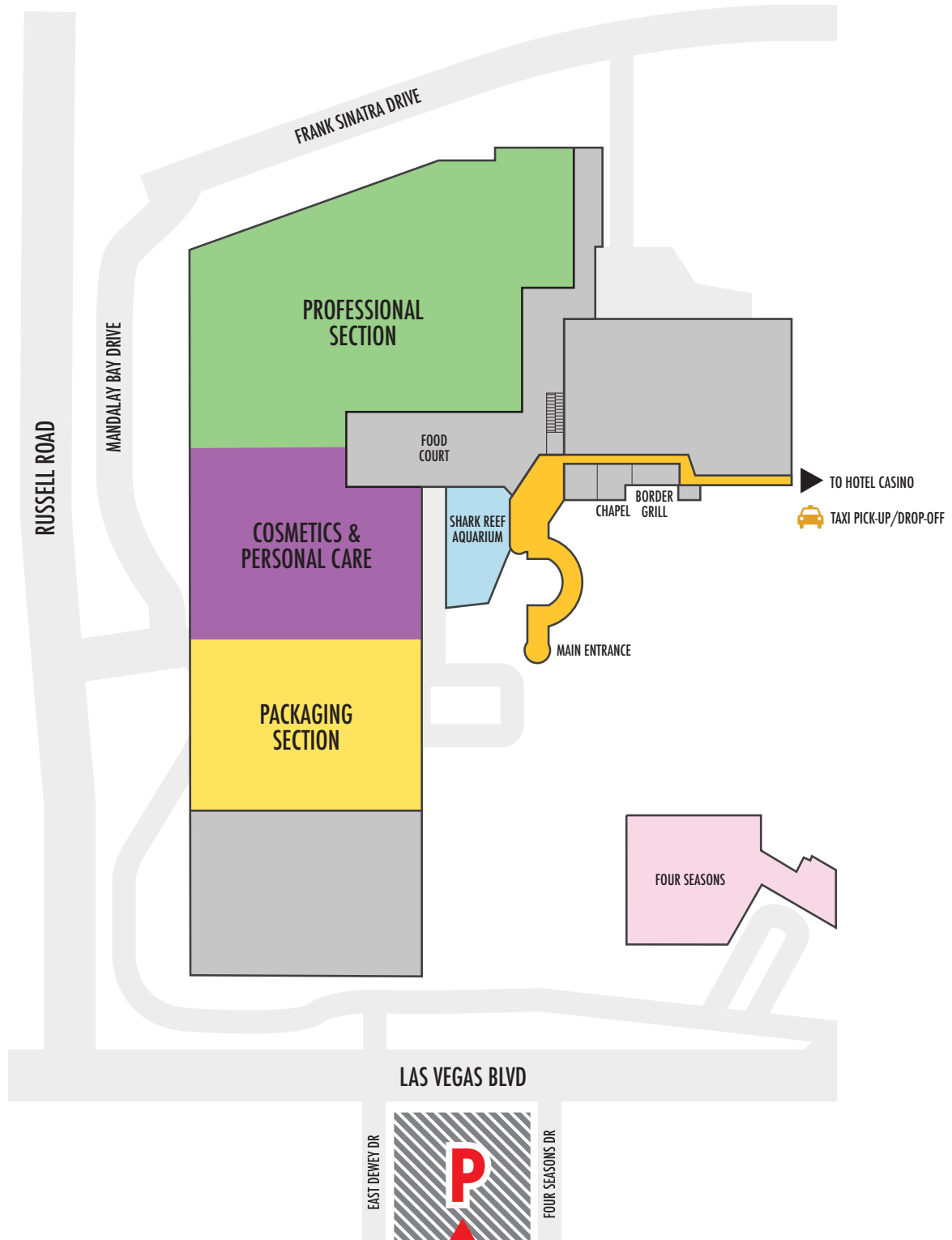
## Target Information

### Exhibit Set up and Tear Down

Install - 60 square meters or more	July 5, 2017	Wednesday	1:00 PM - 5:00 PM
Install - 24 square meters or more	July 6, 2017	Thursday	8:00 AM - 5:00 PM
ALL (EXCEPT special areas*)	July 7, 2017	Friday	8:00 AM - 5:00 PM
ALL (INCLUDING special areas*, LIFO's EXCLUDING Discover Scent)	July 8, 2017	Saturday	8:00 AM - 6:00 PM
Discover Scent	July 9, 2017	Sunday	7:00 AM - 9:00 PM
Dismantle - All Exhibitors	July 11, 2017	Tuesday	3:00 PM - 10:00 PM
Discover Scent	July 11, 2017	Tuesday	3:00 PM - 4:30 PM*
Dismantle - All Exhibitors	July 12, 2017	Wednesday	8:00 AM - 3:00 PM

\*Special Areas Include: Discover Beauty, Discover Beauty Spotlights, Discover Pro, Discover Green, Discover Green Leaf, Discover Pack and Tones of Beauty.

**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

The Cosmoprof North America (CPNA) event takes place July 9 – 11, 2017 in Las Vegas. Through the use of control guidelines (hard walls) and color combinations, a professional atmosphere will be created. This document outlines the requirements placed upon the leasing exhibitors in order to ensure continuity and controlled expression throughout.

Cosmoprof North America is strictly a Business-to-Business event. "Cash and Carry" of product(s) and/or services is strictly prohibited. Exhibitors are encouraged to express their individuality through creative planning, lighting, graphic signage and other presentation techniques. The interior space should express the individuality and character of your company within a professional manner.

For the mutual benefit of all leasing exhibitors, you are required to comply with the design criteria. Review of designs and any interpretation required of the design criteria will be made through CPNA.

Exhibitors should carefully read the sections of this manual pertaining to the wall system being implemented for space. This document describes first, the existing conditions to be provided by CPNA, and second, the general criteria describing guidelines that are to be followed. The exhibitor or his agent must design and supply all display, furnishings, decorative items, etc. Please review the information provided in this Exhibitor Resource Guide on furnishings and other services provided by GES Exposition Services, the official show contractor.

**Floorplan Layouts.** The floor plan can be viewed online at: [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com). Please review the layout carefully before you prepare your booth display.

## TERMS AND CONDITIONS

### TERMS OF REFERENCE

In these Terms and Conditions the following definitions shall apply:

- **"Contract"** shall mean the contract established between the Exhibitor and the Show Organizers upon the Exhibitor accepting the offer of the Organizers to participate, under these Terms and Conditions, in the Exhibition.
- **"Exhibition"** shall mean the Exhibition stated on the Application Form.
- **"Exhibition space"** shall mean any space in the Mandalay Bay Convention Center licensed to the exhibitor by the organizers for the purpose of the exhibition, under these terms and conditions.
- **"Exhibitor"** shall include the person described as such in the Application Form and all employees and agents of such person and shall also include permitted sub-licensees of the Exhibitor.
- **"Exhibitor's Manual"** shall mean the manual supplied by the Organizers to the Exhibitor which contains information relating to the Exhibition and the Exhibition Space and other matters (as amended from time to time).
- **"Fees"** shall mean the amount payable for the use of the Exhibition Space (as specified in the Application Form).
- **"Mandalay Bay Convention Center"** shall mean the Convention Center named in the Application Form.
- **"Organizers"** shall mean North American Beauty Events LLC.
- **"Show Management"** shall mean the owner/proprietor/operator/manager for the time being of the Mandalay Bay Convention Center.

### **THE RULES AND REGULATIONS OF THE MANDALAY BAY CONVENTION CENTER**

The Exhibitor shall, to the extent appropriate, observe and comply with the rules and regulations of the Mandalay Bay Convention Center, copies of which are obtainable from the Organizers on request. Certain of the provisions therein are summarized, for Exhibitor reference, but this shall not, under any circumstances, be construed as limiting the obligations of the Exhibitor to observe and comply with all applicable rules and regulations of the Mandalay Bay Convention Center.

### **APPLICATION FOR PARTICIPATION**

All applications for participation shall be made on the prescribed Application Form. The Application Form shall be submitted to the Organizers accompanied by the deposit for the rental of the Exhibition Space. The Organizers reserve the right to accept or refuse any application without giving any reason therefore.

### **LICENSING AND ALLOCATION OF EXHIBITION SPACE**

Exhibition Space is licensed to the Exhibitor only. The Exhibitor is not allowed to sub-license the Exhibition Space allocated to it, either wholly or in part, without the prior written consent of the Organizers. The Exhibitor shall ensure that any such authorized sub-licensees comply with these Terms and Conditions and shall be responsible for any default of such sub-licensees. The Exhibitor is not allowed to give out, even in part, or exchange their stand with third parties.

The Organizers may allocate the Exhibition Space in any manner as they deem fit but will take into account such factors as the order of applications received and the nature of exhibits. The Organizers reserve the right to change the venue for the Exhibition, to change the Exhibition Space allocated to the Exhibitor, to alter the size and dimensions of the Exhibition Space, to change or close entrances and exits and access to the Exhibition Space and to undertake other structural alterations as they deem fit. Such changes shall be at the discretion of the Organizers and the Exhibitor shall have no claim for compensation as a result of any changes.

Exhibits and displays should not exceed the height of the stand walls (8ft) unless written permission has been received from the Organizers. It is mandatory that all design proposals be submitted to the Organizers for approval.

An Exhibitor who is allocated a ready stand will be provided with stand services as per the schedule in this Exhibitor Resource Guide.

Plans, drawings, and design proposals for raw spaces must be submitted and approved according to the rules and regulations of the Mandalay Bay Convention Center. These plans, must be submitted to Cosmoprof North America Show Management for approval. Cosmoprof North America Show Management reserve the right, at any time, to order the alteration or removal of any stand that differs from the approved specifications or which does not conform to the rules and regulations of the Mandalay Bay Convention Center. The cost of such alteration and removal shall be entirely borne by the Exhibitor.

### **EXHIBITS**

Movements of exhibits in and out of the Mandalay Bay Convention Center must be handled by the official contractors nominated for the Exhibition: GES. No exhibit will be allowed into or out of the Mandalay Bay Convention Center without an official delivery order or clearance document. The Exhibitor must make its own arrangements for transportation of exhibits to and from the Mandalay Bay Convention Center and for storage of exhibits and packaging materials.

Display of any working or moving exhibits must have the prior written approval of the Organizers. Precautionary measures such as the provision of guards or other means of protection must be taken to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons.

All exhibits and stand furnishings must be confined to the area of the Exhibition Space. Any advertising literature should be distributed from the Exhibitor's own stand(s) only. The Organizers reserve the right to remove at the Exhibitor's expense any exhibits or publicity material not produced by the Exhibitor or its associated companies or which are not as specified on the Application Form.

At such time after the close of the Exhibition as the Organizers may specify or on sooner termination of the Contract, all exhibits shall be removed and cleared from the Exhibition Space and vacant possession of the Exhibition Space shall be delivered to the Organizers in as good and clean order and condition as it was when initially licensed out.

Any property remaining after the last day designated by the Organizers for material to be removed may be sold or otherwise disposed of by the Organizers at the Exhibitor's expense. No property may be removed from the Exhibition before the Exhibition ends.

### **TERMS OF PAYMENT – WAIVER BY EXHIBITORS**

Payment of the Fees by the dates hereunder indicates participation whether or not a signed form is submitted along with payment. Manner of payment shall be in two installments:

- 50% of the total amount to be paid at the date of reservation so as to attach a copy of the bank transfer or credit card information to the original application form
- 50% to be paid on or before March 31, 2017

The invoice of the amount will be issued upon receipt of the 50% deposit sent with the application form and will indicate the outstanding balance to be settled on or before March 31, 2017.

The Contract is irrevocable. In the event of abandonment by the Exhibitor, notified to the Organizers by registered letter with advice of receipt by the March 31, 2017, there will be no refund of the 50% deposit. Should such communication be given after the March 31, 2017, the participant must pay the full amount of the participation fee. In this case, the Organizers can make use of the stand even by assigning it to other Exhibitors.

Any Exhibitor who serves notice of abandonment without having paid the down-payment as required will be required to pay 50% of the total due for the area requested, if the said notice is received prior to March 31, 2017. The Exhibitor will be required to pay the entire sum due if the notice is received after this date.

### **CONDUCT IN THE MANDALAY BAY CONVENTION CENTER**

During the license period, the Exhibitor shall be responsible for the good conduct of its employees, servants, agents, contractors, sub-contractors and all other representatives who shall be bound by and must observe these Terms and Conditions in all respects. Exhibitors must not permit anything that causes a nuisance or in the opinion of the Organizers does not conform to the general standards of the Exhibition or amounts or may amount to a breach of these Terms and Conditions. It is expressly prohibited for the Exhibitor or its Representatives to record images of any other exhibitor's exhibition space or exhibits in any form without the prior written consent of the Organizers. Such prohibition includes, but is not limited to, the taking of photographs, video recording of any type and drawing or

sketching of images. The Exhibitor and its Representatives agree to surrender to the Organizers on demand any material on which images may be recorded in violation of this rule, including but not limited to film, video tapes and sketchbooks.

No Exhibitor may alter or in any way affect the structure or fixtures of the Mandalay Bay Convention Center. Exhibitors will pay the cost of making good any damage caused to the Mandalay Bay Convention Center or fixtures by themselves and/or their employees, servants, agents, contractors, sub-contractors and all other representatives.

### **TERMINATION**

The Organizers may terminate this Contract by notice to the Exhibitor upon the occurrence of any of the following events:

- The Mandalay Bay Convention Center and/or the Exhibition Space become unfit for occupancy and use or the Exhibition is cancelled.
- The holding of Exhibition or the performance of this Contract by the Organizers is substantially or materially interfered with due to any cause or causes not reasonably within the control of the Organizers.
- The Organizers are not satisfied that proper use is being made of the Exhibition Space during the installation period or at any time during the term of the Exhibition.
- Payment of Fees is not made by the Exhibitor in accordance with Terms of Payment, above.
- The Exhibitor is, for any reason, unable to utilize the Exhibition Space allocated to it.
- The Exhibitor is in breach of any of these Terms and Conditions or any applicable local legislation, rules or regulations.

Upon termination of this Contract for whatever reason, any allocation of Exhibition Space shall automatically be cancelled forthwith. All payment made in respect of the Exhibition Space shall be forfeited and the Organizers shall have the right to claim for the balance of the Fees and for any loss or damage suffered by them as a consequence thereof. If the termination of this Contract results other than from cancellation of the Exhibition, the Organizers shall be entitled forthwith to re-license the Exhibition Space.

Upon termination of this Contract for whatever reason, all of the Exhibitor's property should be removed by the Exhibitor from the Exhibition Space immediately failing which such property shall be removed and the Exhibition Space cleared by the Organizers at the Exhibitor's expense. The Organizers reserve the right to exercise a general lien over any property of the Exhibitor in the Mandalay Bay Convention Center in respect of all monies, of whatsoever nature, including in respect of claims for damages, which may at any time be due or payable by the Exhibitor to the Organizers in connection with the Exhibition.

### **COMPLIANCE WITH LOCAL LEGISLATION**

Any Exhibitor who takes part in the Exhibition must comply with all relevant legislation, rules and regulations of the country or territory where the Exhibition is held and shall be solely responsible for observing and complying with the same and for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the Exhibition.



## GOVERNING LAW AND JURISDICTION

This Contract and these Terms and Conditions shall be governed and construed in all respects in accordance with the laws of Nevada, and the Exhibitor submits to the non-exclusive jurisdiction of the Nevada courts for all purposes relating to this Contract or the Exhibition.

## COUNTERFEIT GOODS

Counterfeit goods exhibited at the show will not be allowed and CPNA Show Management has the right without recourse to physically remove the items and close down the stand of the said Exhibitor. The Exhibitor will not have any financial claim against the Organizers.

## DISCIPLINARY MEASURES

Should the Exhibitor not respect the present general conditions and in particular referring to transgression of sound emission, conformity of stands and product counterfeit, the Organizers reserve the right to close up non-conforming stands during the Exhibition. In this case, the Exhibitor takes explicit note by signing the Application Form that no kind of reimbursement is due by the CPNA Show Management.

## SECURITY

The CPNA Show Management shall take all reasonable security precautions in the interests of the Exhibitors and visitors during the period of occupancy of the Mandalay Bay Convention Center and the provision of such services shall constitute adequate discharge of all obligations of CPNA Show Management to supervise and protect property located within the Mandalay Bay Convention Center. Additional security measure may be requested. Prior approval of CPNA Show Management must be obtained. Such additional guards shall be provided by an approved security contractor nominated by the CPNA Show Management.

COSMOPROF NORTH AMERICA/NABE, GES & Mandalay Bay Convention Center (MBCC) shall not be responsible or liable for any injury to person or property loss or damage of any kind, sustained by Exhibitor, employees of the Exhibitor or any other person by reason of fire, theft, water, accident, or negligence of the Cosmoprof North America/NABE, GES & MBCC or any of its agents or employees or for any other cause whatsoever. It is further understood that the Exhibitor will indemnify and hold harmless the Cosmoprof North America/NABE, GES & MBCC from any damages, loss, cost or expense of any and all kind for any claim or legal action arising out of or by reason of personal injuries or property damage of any kind whatsoever, as well as the cost and expenses of defending against any such claim or claims, action or actions, arising out of the sole or contributing negligence of the Exhibitor, employees, or agents of the Exhibitor or the Cosmoprof North America/NABE, GES & MBCC, or otherwise, Exhibitors must affect liability insurance naming the Cosmoprof North America/NABE, GES & MBCC as an assured, to cover such contingencies.

## GENERAL NOTES

### GUIDELINES

- A. Exhibitor may not project beyond lease line.
- B. Exhibitor may not apply, hang, or attach any item (including clips, lighting, signage or other items) on or to the booth package elements provided in the Ready Stand. Please note: lighting may not be attached to any part of the booth equipment by the exhibitor. Should additional lighting be required, a light bar may be purchased through GES. Please refer to the Ready Stand Information section of the exhibitor manual for price and ordering process. This section of the ERG also includes wall graphic and signage guidelines for inline and corner Ready Stands. Any damage to the booth due to unapproved materials will be charged to the exhibitor for full replacement costs.

## RULES & REGULATIONS

- C. An identification sign will be provided for each Ready Stand exhibiting space with company name and leasing space number by GES at no additional charge. Company name can be reviewed online and any updates/changes must be made by May 5, 2017 to be correct on the Ready Stand Identification sign.
- D. Carpet color within the Ready Stand space is pepper. Aisle carpet color varies in each Section.
- E. Booths are designed and defined as a white fabric wall booth with silver metal.

### BOOTH DISPLAYS

- A. Your booth design must be at least equal to that of the basic GES Exposition Services Ready Stand Unit. Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure knowingly or otherwise to distribute the load of his exhibit material in conformity with the maximum floor load specs.
- B. The use of pipe and drape in any portion of the show is **not** permitted. This is a hard-wall-only show.
- C. Any booth over 2.5m (8') in height must be approved by CPNA Show Management. Any booth over 2.5m (8') that has been approved must mask the back part of their booth to make an attractive appearance.
- D. Sight lines are no longer in effect for this show due to the use of the hard walls
- E. Electric flashers or signs involving the use of Neon or similar gases are prohibited. Should the wording on any sign or area in an exhibitor's booth be deemed by CPNA Show Management to be contrary in any way to the best interests of the Exposition/Trade Show, Exhibitor shall make such changes as are requested.
- F. Your display must have a hard wall backdrop measuring the full length and width of your booth and 2.5m (8') high. If you do not have a backdrop, you must rent one from GES Exposition Services.

IF YOU ARE USING A STANDARD POP-UP DISPLAY UNIT AND IT IS LESS THAN 3 METERS WIDE, YOU MUST ADD HARD WALL ON BOTH SIDES OF THE UNIT TO MASK ANY UNSIGHTLY BACK WALL OR ELECTRICAL WIRING. FAILURE TO MAKE AN ATTRACTIVE APPEARANCE WILL REQUIRE COSMOPROF NORTH AMERICA SHOW MANAGEMENT TO ORDER A BACK WALL INSTALLED ON-SITE AT THE EXHIBITOR'S EXPENSE.

All booths are subject to an on-site inspection; if your booth, product, or any part of your display has to be repositioned, or if masking walls or carpet has to be ordered, any and all costs incurred will be the exhibitor's responsibility.

- G. Space not occupied by specified time will be forfeited by the exhibitor and this space may be resold, reassigned or used by Cosmoprof North America Show Management without refund, unless prior approval is obtained in writing from CPNA. If the exhibit is on hand, CPNA reserves the right to assign labor to set up a display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.
  - If you fail to arrive on day prior to opening for setup by 6:00pm, CPNA will automatically release your space. Whether CPNA fills your booth space or not, no refunds will be given.
- H. Décor and display objects must be nonflammable.
- I. The use of helium balloons is prohibited.
- J. Cosmoprof North America Show Management shall be the sole arbiter of acceptability of sound levels (in authorized sections) and may require reduction of sound levels where in the judgment of Cosmoprof North America Show Management such sound is objectionable.
- K. Only booth representatives will be permitted to enter the Trade Exposition before the scheduled opening time each day of showing and will not be permitted to remain in the Trade Expo after closing one hour each night with the exception of the final night. Exhibitors having special problems that require additional time should check with CPNA Show Management.



- L. Should any contingency prevent holding of the Trade Exposition, this lease shall terminate, and the exhibitor waives any claim for damages or compensation and neither party shall have any further obligations as against the other except that CPNA shall refund the exhibitor the amounts paid under the agreement less the pro rate share of the CPNA's actual expenses incurred in connection with the Trade Exposition. Said pro rata share of the CPNA's actual expenses is to be determined on the basis of the number of square meters of floor space assigned to all other exhibitors at the Trade Exposition under similar contracts with the CPNA.
- M. Demonstrations or activity that results in excess obstruction of aisles or prevents ready access to nearby exhibitors' booths is not permitted. Exhibitor's representatives wearing distinctive costumes or carrying banners or signs separately or as part of their apparel must remain in their own booths. Booth representatives may not wear clothing that the CPNA deems scanty or excessively revealing.
- N. No article containing any product other than the product or material made, processed or used by the exhibitor in or as the product or service that he or she sells, may be distributed except by written permission of the CPNA. Samples, souvenirs, publications, etc. may be distributed by the exhibitor only from within the booth. These activities are forbidden in the aisles, restaurants, other booths and all public access to neighboring booths. Any activities that impede traffic through the aisles is prohibited.
- O. Exhibitor shall not engage in any activities in the aisles or in booths other than their own. No signs shall be displayed nor shall public announcements be made.
- P. Exhibitor may not sublet his or her space or any part thereof. Exhibitor may not permit in his or her booth non-exhibiting companies' representatives.
- Q. Under no circumstances or at any time are children under the age of 16 permitted on the exhibit floor. This includes Set-up, Show hours, & Tear down.**

### FIRE REGULATIONS

The fire code in the Mandalay Bay Convention Center is very rigid. A Fire Marshal will be making inspections throughout the show checking that exhibitors and Cosmoprof North America Show Management are in compliance with the state and local codes. Carefully read all the Fire and Safety Regulations located within this section.

- A. Smoke detectors and fire extinguishers will be required of all exhibitors who have displays in a closed exhibit room area with a roof.
- B. All curtains, drapes, and decorations must be of fire retardant materials.
- C. Combustible materials shall not be attached to, or hung on, or hung from sides or dividers of booths.
- D. All exits must be kept clear and unobstructed.
- E. During set-up and move-out of the Trade Show, we will require establishment and maintenance of designated "NO FREIGHT" aisles. These aisles must be kept clear at all times.
- F. Fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times.
- G. All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped and batteries must be disconnected. (Combustible materials must not be stored beneath display vehicles.)
- H. Vehicles in the building for unloading must be unloaded and removed as quickly as possible or will be required to unload outside.
- I. Use of liquefied petroleum gases inside structures is not permitted.
- J. Compressed gas cylinders are prohibited unless approved by Fire Marshal. Cylinders must be secured in an upright position.
- K. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp. rating.
- L. All temporary electrical wiring must be accessible and free from debris and storage materials. Hard-backed booths must be at least 9 inches from rear lines, 18 inches between hard walls.

- M. All electrical work under carpets must be done, or supervised, by the decorator's electrical contractor.
- N. All packing containers, wrapping materials and display materials must be removed from behind booth and placed in storage.
- O. Helium balloons are not allowed in the hall.
- P. Projection booths must be ventilated at ceiling and provided with an approved smoke detector. No storage is allowed in these areas.

## I & D

I & D Contractors and/or Trimmers are not permitted to set up service booths at the Mandalay Bay Convention Center. When using an independent contractor to install or dismantle a booth, several requirements must be met. Please see the "Labor" tab for specific requirements and forms.

### **ELECTRICAL, PLUMBING, GAS AND COMPRESSED AIR (exclusive to Mandalay Bay Convention Center)**

All electrical, plumbing, gas and compressed air services are provided exclusively by Mandalay Bay for all events including trade shows, general sessions, productions, etc. Outside providers of these utilities will not be permitted to work within the property.

### **SIGNAGE & BANNERS** (see GES tab under "Labor and Equipment")

There are restrictions to what type of booth can hang a banner from the ceiling. See Banner Rules below. Signs must be professional in appearance and acceptable to CPNA Show Management.

Use of any of the public parking areas for display, vehicle storage or advertisement is strictly prohibited unless written permission is received from Show Management.

Hanging signs over 200 pounds, whether electric or non-electric, will be installed using a motorized hoist. This is not only a safety measure, but should assist you in saving time and money. Mandalay Bay Audio Visual (Encore Productions) can provide a complete truss lighting system for your booth or general session. They create standard theatrical lighting fixtures and many varieties and combinations of robotic lights.

All rigging will be installed and dismantled by MBCC. No hanging of any device requiring cabling, hoist, electrical and/or weighing over 200 lbs will be allowed without MBCC labor. A Mandalay Bay Audio Visual (Encore Productions) supervisor and rigging labor is required to install any and all rigging functions (including hanging of signs requiring electrical power or signs weighing over 200lbs., or functions being produced by outside companies). Please see order form in this Resource Guide. **NO EXCEPTIONS.**

### **BANNER RULES**

Banners are only allowed in peninsula and island booths that are 32 sq. meters or larger. Banners are not permitted for any other type of booth or space.

Banners must be hung with bottom of banner no less than 16-18 feet from floor. Banner must be hung within 1 meter (3.281') on each end of booth. (See GES Labor & Equipment tab)

### **HANGING LIGHTING TRUSS**

Truss: Hanging or ground supported cannot exceed 9 meters (29.52 feet) in height. Truss may not exceed the dimensions of the booth space, unless hanging points require it.

Hanging of banners off truss is permitted as long as banner does not exceed the banner limitations. (Booth restrictions apply.)

Hanging lighting truss over 200 pounds, whether electric or non-electric, will be installed using a motorized hoist. This is not only a safety measure, but should assist you in saving time and money.

Mandalay Bay Audio Visual (Encore Productions) can provide a complete truss lighting system for your booth or general session. They create standard theatrical lighting fixtures and many varieties and combinations of robotic lights.

All rigging will be installed and dismantled by MBCC. No hanging of any device requiring cabling, hoist, electrical, weighing over 200 lbs will be allowed without MBCC labor. A Mandalay Bay Audio Visual (Encore Productions) supervisor and rigging labor is required to install any and all rigging functions (including hanging of signs requiring electrical power or signs weighing over 200lbs., or those functions being produced by outside companies). Please see order form in this Resource Guide. **NO EXCEPTIONS.**

### STAND REQUIREMENTS

#### LINEAR SPACE CONFIGURATIONS

In order to allow unobstructed view of neighboring booths, exhibitors are not permitted to have their back walls exceed 2.5 meters (8 feet) in height, except for those booths at the perimeter of the hall who may extend their back wall to 3.5 meters (12 feet) in height.

#### HEIGHT GUIDELINES

For raw space construction the building height is 2.5 meters (8 feet) but with a maximum 40% of the total center area permitted up to 4 meters (13 feet), subject to approval by CPNA Show Management. Stand designs without approval from CPNA Show Management will not be permitted in on the trade show floor.

#### ISLANDS/PENINSULAS

In island spaces or peninsula spaces, narrow overhead panels of open "bridge-type" construction may be permitted along the centerline of the space or along the aisles, to facilitate the construction of the open-type exhibits. However, nothing but slender supporting posts may extend above the side-rail limitations set forth. Plans for such displays must be submitted to Show Management for approval at least 60 days prior to the show opening, and such displays may be used at the show only if approved.

The back wall must be placed on the non-aisle side of the display and centered along this common back wall. The back wall for a peninsula booth (regardless of size) must not exceed 2.5 meters (8') in height.

**BOOTH FURNISHINGS** – placement of displays, stages (all spaces – linear/perimeter/peninsulas/islands)  
The reverse side of any wing panel must be masked or otherwise decorated so that these exposed areas will not be objectionable to adjacent exhibitors. CPNA Show Management reserves the right to have such furnishings done or hardwall masking installed at the expense of the exhibitor.

No displays may be mounted to the side or back hardwalls if they exceed the height limitation.

Signs (other than the Ready Stand Company Name sign) may not extend into the aisles.

No display, promotion or demonstration is allowed in the aisles.

Without exception, any exhibit authorized to hold a stage must set all stages 2 meters (6 feet) from any aisle. All stages must allow for standing room in front of them that is not in the aisle.

No exhibit of less than 60 sq. meters will be permitted to place a stage in their booth unless it is placed in the rear of the space and not on the aisle line. CPNA Show Management must authorize all stages.

### **SPEAKERS/SOUND SYSTEMS, MONITORS, PROJECTORS AND TV's**

The use of microphones, loud speakers, public address systems, amplifiers or other similar devices and/or the use of any sales methods, gadgets, or sounds, which in the sole judgment of Cosmoprof North America Show Management are objectionable or interfere with another exhibitor, shall not be permitted. The distribution of noisemakers such as whistles, crickets, horns, etc. is prohibited.

- Projectors, TV screens or staging must **NOT** cause attendees to block aisles.
- All sound systems and A/V must be **directed toward the interior** of the exhibit.
- **No** speakers or monitors are to **face the aisle or other exhibits**.

### **LIGHTS**

No spotlight or any light erected as part of the exhibit display may be directed toward the aisle or so directed that it proves to be irritating or distracting to neighboring booths or guests.

Droplights or special lighting devices must be hung at a level or position so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Back lighted transparencies or lighted displays must stay lighted for at least 30 consecutive seconds. No strobe light effects are permitted.

All lights/monitors/speakers must be hung within the confines of the exhibit space. No trusses will be permitted to reach out over the aisle line.

Hanging lights over 200 pounds, whether electric or non-electric, will be installed using a motorized hoist. This is not only a safety measure, but should assist you in saving time and money. Mandalay Bay Audio Visual (Encore Productions) can provide a complete truss lighting system for your booth. They create standard theatrical lighting fixtures and many varieties and combinations of robotic lights.

All rigging will be installed and dismantled by MBCC. No hanging of any device requiring cabling, hoist, electrical, weighing over 200 lbs will be allowed without MBCC labor. A Mandalay Bay Audio Visual (Encore Productions) supervisor and rigging labor is required to install any and all rigging functions (including hanging of signs requiring electrical power or signs weighing over 200lbs., or those functions being produced by outside companies). Please see order form in this Resource Guide. **NO EXCEPTIONS.**

### **TATTOOING AND PERMANENT MAKE-UP DEMONSTRATIONS**

For the safety of our exhibitors and our attendees, Cosmoprof North America does not allow any permanent makeup, eyelash reconstruction or tattooing at the show. If an exhibitor performs any demonstrations, you will be asked to remove your booth from the show floor. Please bring demonstration materials, such as videos, mannequins and so forth, to help with orders of your product.

### **NOISE AND ODORS**

Mechanical reproduction of sound or music relating to an exhibit shall be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor booth. The maximum allowable level of sound emitted from an exhibit booth will be 60 decibels. If an exhibitor exceeds this level, Cosmoprof North America Show Management has the option to disconnect the electrical power to that booth. Exhibits producing objectionable odors are not permitted. CPNA Show Management reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.

### PARKING

MBCC has parking spaces available on site. The parking policies are as follows:

- Any vehicle parking in a red zone or in any zone labeled NO PARKING will be towed at the owner's expense without notice.
- POV's (privately owned vehicles) will be allowed limited time to load and unload in designated areas as long as there is ALWAYS someone with the vehicle. Vehicles left unattended WILL BE TOWED.
- Overnight parking is not permissible in the Convention Center East parking lot
- Parking of vehicles in the exhibit halls is not permissible due to fire regulations.

Handicap parking spaces are available on site at the MBCC within close proximity to the facility. The parking spaces located in our parking lot are wheelchair accessible. Handicap parking is available in the garage and the East auxiliary lot.

Any guest staying at one of the Cosmoprof hotels (Mandalay Bay, Delano, Four Seasons, Luxor and Excalibur) will receive complimentary self-parking (valet is excluded).

There is complimentary self-parking at the Dewey Lot behind the Shell Station on a first come first served basis for all vendors.

For anyone not staying at one of these properties, please refer to below.

The first hour is complimentary. Vehicles that are self-parked at any MGM Resorts parking facility for longer than one hour will be subject to a parking fee. The self-parking fee is \$7.00 for vehicles parked between 1-2 hours, \$10.00 parked between 2-4 hours and \$12.00 for vehicles parked between 4-24 hours at Mandalay Bay and Delano.

The valet parking fee is \$15 for the first 4 hours (no grace period) and \$20 for between 4-24 hours. All parking fees repeat every 24 hours. Parking fees may be higher during special events. Self-parking is complimentary for M life members level Pearl and higher and valet parking is complimentary for M life members level Gold and higher. All complimentary parking is subject to availability.

For registered hotel guests, the 24 hour parking fee (self or valet) includes "in and out" privileges at the guest's originating MGM resort and also includes the same "in and out" parking privileges at any other MGM resort within the same 24 hour period, subject to availability. Parking fees are subject to change and parking is subject to availability.

### MISCELLANEOUS

All booths shall be fully staffed at all times, during official exhibit hours, or the exhibitor may be denied space in future shows.

All raw space booths must be **carpeted**. A perimeter wall must be provided by the exhibitor.

Cosmoprof North America is strictly a Business-to-Business event. **"Cash and Carry" sales of product(s) and/or services is strictly prohibited.** Violators will be removed off the show floor at exhibitors expense. Please be prepared to take orders on the show floor.

Charging fees or admission to demonstrations or classes on the exhibit floor, the convention site or elsewhere during the dates of the show by anyone other than the CPNA Show Management is strictly prohibited.



## RULES & REGULATIONS

Exhibitors shall not misrepresent any product or article displayed in a booth, and shall not, with the exception of truthful comparative advertising, demean the products or services of any other exhibitor.

Any relocation of exhibit space will be at the sole discretion of CPNA Show Management on-site. No booth/exhibitor will be permitted to move the display once the Cosmoprof North America 2017 show is officially open without approval of CPNA Show Management.

Cosmoprof North America Show Management reserves the right to restrict exhibits which because of noise, method of operation, materials or any other reason become objectionable. CPNA Show Management may prohibit or remove any exhibit which, in the opinion of Management, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purposes of the exhibition or refusal to abide by the rules in this Exhibitor Resource Guide.

This reservation includes persons, things, conduct, printed matter and anything of a character which Cosmoprof North America Show Management determines objectionable. In the event of such restriction, or removal, Cosmoprof North America Show Management shall not be liable for any refunds or other exhibit expense.

No live animals may be displayed as part of the exhibit booth, or brought onto the show floor. Vision or hearing-impaired persons will be granted permission for trained guide dogs. There is no exception to this rule.

The exhibition facility **prohibits** the use of helium balloons distributed or used for display purposes within the exhibit hall. No adhesive backed decals are to be given out or used within the exhibit hall. Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damages resulting from the improper and/or unauthorized installation of materials will be charged directly to exhibitor or responsible party. **NO EXCEPTIONS.**

Glitter is not permitted in the Mandalay Bay Convention Center.

Any controversy arising between Exhibitors or between Exhibitors and attendees during this Exhibition shall be submitted to the Cosmoprof North America Show Management who shall be the sole judges of the acts for settlement and disposition; and the Exhibitor hereby agrees to be bound by the judgment and disposition of any controversy submitted and further agrees to carry out the instructions issued by the Cosmoprof North America Show Management in connection with the disposition of such controversy.

### RIGHT TO PRIVACY

This is an 'open' trade show. No restrictions are made regarding exhibitors visiting displays on the trade show floor. Each exhibitor is expected to behave in a courteous manner and respect the rights of other exhibitors. Handling display samples and picking up literature may be done with consent of the exhibitor. Use of another exhibiting manufacturer's product in booths for use as comparison is acceptable provided the products are not used in a derogatory fashion. Cosmoprof North America Show Management reserves all rights to this decision.

Cosmoprof North America Show Management will in good faith attempt to place exhibitors in their first choice. However, booths that require special accommodations or booths that do not comply with 'Official Rules and Regulations' will be placed on the perimeter of the show floor. Each booth, regardless of past usage, must submit for approval, a drawing or schematic of the said booth. **PRIOR USE DOES NOT CONSTITUTE FUTURE APPROVAL OR ACCEPTANCE!**

### **DISPLAYS, ENTERTAINMENT AND EDUCATIONAL PROGRAMS**

No manufacturer/exhibitor is permitted to exhibit within a 50 mile radius of Las Vegas outside the Mandalay Bay Convention Center during the period of July 9 – 11, 2017 without prior approval from CPNA Show Management. This includes entertainment, educational programs, and displays in hotel rooms, hotel public areas or other public spaces. This provision applies to all events of this type whether an admission fee is assessed or not.

### **AMENDMENTS**

Only the CPNA Show Manager has the authority to waive, modify, change or vary any provision of this contract or these conditions, rules and regulations on behalf of CPNA, and no such waiver, modification, change or variation shall be effective or binding upon CPNA unless it is specified in writing and signed by the CPNA Show Manager.

Any such waiver of strict compliance with or performance of any of these provisions hereof, shall not be deemed to include a waiver of any other provisions. The decision on all matters that may arise or not herein specifically covered or referred to rests in the sole discretion or judgment of CPNA, and the exhibitor agrees to accept the same. CPNA shall not be liable in any respect or any way for any such decision provided it has acted in a reasonable manner and in good faith. In the event any provision of the Contract is held invalid or unenforceable, the balance of this Contract shall remain in full force and effect. Cosmoprof North America 2017 reserves the right to recapture all costs and expenses, including attorney fees, in enforcing this Contract.

### **AMERICANS WITH DISABILITIES ACT**

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons at convention centers, and as necessarily follows, floor exhibits. It is the responsibility of the Exhibitor to be aware of, and be in compliance with, the rules set forth in this Act.

Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each Exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

### **STATEMENT OF RESERVED RIGHTS**

Without limiting any of the provisions of the Contract or the Contract Conditions, it is specifically understood and agreed by the exhibitor that CPNA Show Management reserves the rights enumerated below without incurring any liability to the exhibitor or releasing the exhibitor from any of its covenants and obligations:

- 1) to change the hours of the show
- 2) to allocate exhibit space
- 3) to change, at any time prior to the scheduled opening date of the show, the dates of the show, the floor plan, location of the show
- 4) to determine the suitability of all exhibits and demonstrations.

It is further understood and agreed that the Cosmoprof North America Show Management shall have each and all of the other rights and reservations contained in the contract.

# Fire Regulations

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 9 - 11, 2017

## Fire & Public Safety Requirements For Assembly Areas Fire Marshall Requirements

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.
- Back staging and rear screen projection guidelines:
  - No storage boxes, musical cases, etc. may be stored behind staging.
  - Hipertane cable protectors must be used to ramp all cable 1" in diameter or greater. Ramp all cable leaving a function room to an outside area.
  - All wires less than 1" in diameter must be taped down with gaffer's tape.
  - If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
  - Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- Smoking is prohibited in all exhibit hall and meeting areas during move-in and move-out. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, lettering a minimum of three (3") high. If smoking is permitted during an event, approved noncombustible ashtrays must be provided throughout the area and monitored regularly.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require MBCC to manually zone down any section of our fire safety system. Special effects would be, but are not limited to, fog machines, pyrotechnics and cooking. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the Convention Services Department along with a schedule of the times that MBCC is to manually zone down.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. All carton, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your Convention Services Manager 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- All exhibit booths with solid covers and that exceeds 1,000 square feet in area, in a sprinklered building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
  - Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacturer's instructions.
  - Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth Extinguisher should be mounted near exit door.
- Provide 24 hour fire watch for all covered booths in accordance with the following:
  - Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
  - Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
  - Fire watch personnel may not be utilized for other than fire watch duties.
  - When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.

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# Fire Regulations

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 9 - 11, 2017

- If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- There is no smoking in exhibit halls during any show having manufactured homes and multi-level booths, either covered or uncovered.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and must have two (2) means of egress from upper levels.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the Clark County Fire Department.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service, and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated "No Freight" aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non-display vehicles exit the show floor.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on MBCC grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your Convention Services Manager and the Fire Marshall. There is a labor and equipment charge to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense. When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your Convention Services Manager must receive your pyrotechnic plans in writing.

The Clark County Fire Department also requires special permits for the following:

- Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Display or operation of any electrical, mechanical or chemical device that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.

## Safety Self Inspection Checklist

### Exiting:

Are the exits clearly marked/identified?	Yes	No
Are exit signs illuminated?	Yes	No
Do doors easily open?	Yes	No
Are doors blocked in any way?	Yes	No
Are aisle ways and corridors clear of obstructions?	Yes	No
Is the emergency lighting operational?	Yes	No
Are barricades used for crowd control?	Yes	No
Has the use of barricades been approved?	Yes	No

G-8 120116 060717 011600463

# Fire Regulations

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 9 - 11, 2017

## Fire Extinguishers:

Are extinguishers type 2A10BC?	Yes	No
Are extinguishers mounted?	Yes	No
Are extinguishers accessible?	Yes	No

## Fire Lanes:

Are they kept open for fire apparatus?	Yes	No
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## Occupancy Maximums and Overcrowding:

Occupancy signs posted?	Yes	No
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## Open Flames and Candles:

Are open flames or candles being used?	Yes	No
Have permits for open flames or candles been obtained?	Yes	No

## Decorative Materials:

Are decorative materials being used?	Yes	No
Have flame resistance certificates been provided?	Yes	No
Have decorative materials been maintained in flame resistant condition?	Yes	No

## Cooking Demonstrations and Food Product Displays

- MBCC will allow cooking demonstrations only with the prior approval of your Convention Services Manager, and the Clark County Fire Department. All necessary permits for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the Event, plus you will need Clark County Health District itinerant permits to serve food. All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department (as required). The 1997 UNIFORM FIRE CODE per the Clark County Fire Department states that all commercial cooking operations must comply with Article 10, Section 1006:

Section	Description
1006	Protection of Commercial Cooking Operations
1006.1	Ventilating Hood and Duct Systems. A ventilating hood and duct system shall be provided in accordance with the Mechanical Code for commercial-type food heat-processing equipment that produces grease-laden vapors.
1006.2.1	Where required. Approved automatic fire-extinguishing systems shall be provided for the protection of commercial type cooking equipment.  Exception: The requirement for protection does not include steam kettles and steam tables or equipment, which as used does not create grease-laden vapors.
1006.2.2	Type of system. The system used for the protection of commercial-type cooking equipment shall be either a system listed for application with such equipment or an automatic fire-extinguishing system that is specifically designed for such application. Systems shall be installed in accordance with the Mechanical Code, their listing and manufacturer's instruction.  Other systems shall be of an approved design and shall be of one of the following types: <ol style="list-style-type: none"> <li>1. Automatic sprinkler system</li> <li>2. Dry-chemical extinguishing system</li> <li>3. Carbon dioxide extinguishing system</li> <li>4. Wet-chemical extinguishing system</li> </ol>
1006.2.3	Extent of protection
1006.2.3.1	General. The automatic fire-extinguishing system used to protect ventilating hoods and ducts and cooking appliances shall be installed to include cooking surfaces, deep fat fryers, griddles, upright broilers, char broilers, range tops and grills. Protection shall also be provided for the enclosed plenum space within the hood above filters and exhaust ducts serving the hood.
1006.2.3.2	Carbon dioxide systems. When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6,096 mm) and horizontal ducts exceeding 50 feet (15,240 mm). Dampers shall be installed at either the top or bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system.
1006.2.4	Automatic, power, fuel and ventilation shutoff.

G-8 120116 060717 011600463

# Fire Regulations

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**Cosmoprof North America**  
Mandalay Bay Convention Center  
July 9 - 11, 2017

- 1006.2.4.1 General. Automatic fire-extinguishing systems shall be interconnected to the fuel or current supply for the cooking operation and arranged to automatically shut off all equipment under the hood when the system is actuated. Shutoff valves or switches shall be of a type that require manual operation to reset.
- 1006.2.4.2 Carbon dioxide systems. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.
- 1006.2.5 Special provisions for automatic sprinkler systems. Commercial-type cooking equipment protected by automatic sprinkler systems shall be supplied from a separate, readily accessible indicating-type control valve that is identified. Extinguishing systems shall be serviced at least every six (6) months or after activation of the system. Inspection shall be by qualified individuals, and a Certificate of Inspection shall be forwarded to the Fire Marshall upon completion. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.
- Exception: Frangible bulbs need not be replaced annually.
- 1006.2.7 Portable fire extinguishers. A sodium bicarbonate or potassium bicarbonate dry-chemical-type portable fire extinguisher having a minimum rating of 40-B shall be installed within (30) feet (9,144 mm) of commercial food heat-processing equipment, as measured along an unobstructed path of travel, in accordance with U.F.C. Standard 10-1.
- 1006.2.8 Operations and maintenance. The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.
- If grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.
- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises. Sprinklers used for protection of fryers shall be listed for that application and installed in accordance with their listing.

These codes are subject to change without notice.

## Exhibit Floor Plans

- Your Service Contractor is responsible for preparing your floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays. External displays must be approved by MBCC and the Clark County Division of Zoning. It is important that these plans be submitted and approved prior to selling the first booth to avoid charges and/or corrections. Should your plan require modifications, approval of the modification must be obtained from Clark County Fire Department no later than 30 days prior to your first day of move-in. Any alterations must be resubmitted and reapproved by the Clark County Fire Department. Any unauthorized room changes may result in delaying these events. Fire Exits and signs must be visible and cannot be obstructed in any manner.

We require 10 copies of the Fire Marshall approved floor plans for exhibitors 90 days prior to your first day of move-in.

Floor plans must be drawn to scale for all areas indicating the location of:

- Counters and tables
- Props
- All other plans for space
- Food areas, with layouts
- All structures (archways, fencing, etc)
- Registration area (s)
- Signage and banners
- Security/Decorator Space

Final approval for all floor plans include the following basic requirements and are made by the Clark County Fire Department:

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisle widths must meet Clark County Fire Department Codes
- Access to restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) foot clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- Dimensions of the entire area to be occupied and gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats and the like.
- Location of all food areas-table, chairs, props, etc.
- Size, location, and construction of booths.
- Location and width of all exits. Exiting required, exiting provided, and number of exits used.
- Contact person and telephone number
- Move-in dates, show dates, and move-out dates.
- Key of scale used.
- Name of event and location

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# Fire Regulations

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**Cosmoprof North America**  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## Meeting/Function Space

MBCC is equipped with a AUTOCAD 2004 system for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall at a nominal charge, except that you will be responsible for the application fee. See your Convention Services Manager for a price structure. All set up requirements for your function(s) must be given to your Convention Services Manager no later than 75 days prior to your function(s).

In accordance with the Clark County Uniform Fire Code, all functions with attendance greater than 300 people require a Fire Marshall approved diagram on the premises for and during each event. It is your sole responsibility to contact the Fire Marshall a minimum of 30 days prior to your scheduled function(s) and submit to the Fire Marshall, in writing, three floor plans and appropriate documentation for any functions with attendance greater than 300 people. A Fire Marshall approved floor plan is to be forwarded to your Convention Services Manager and Catering Manager no later than 30 days prior to the event. A Fire Department stamped plan for each qualified event must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Uniform Fire Code to exhibitors in your exhibit hall or display area. You acknowledge and warrant that MBCC is not responsible to any meeting planner, organizer or other third party hired by you to assist with the development, marketing, organization or implementation of your function(s). Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not, under any circumstances, be allowed to occur.

Diagrams, along with 3 copies, must be submitted to MBCC to:

Clark County Fire Department  
Fire Prevention Bureau  
575 East Flamingo Road  
Las Vegas, NV 89119  
(702) 455-7311

If you do not forward an approved floor plan, or contact us regarding your room set up 30 days prior to your event, we will create and submit a plan for your Event (excluding trade show plans). You will be charged for this service and you will be limited to the room layout that we have chosen, submitted and had approved.

- The following must be shown on the diagram for your event:
  1. Drawn to standard scale.
  2. Size, location and construction of booths, decorative sets or any object taking up floor space in the room.
  3. Dimensions and square footage of the entire function room/area.
  4. Maximum occupant load permitted in function room/area.
  5. Table and chair/seating locations.
  6. Width of all aisles.
  7. Location and width of all fire exits (lineal feet of existing required and approved).
  8. Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
  9. Name of contact person and phone number.
  10. Move-in and move-out dates.
  11. Function room name.
  12. Function name.
  13. Name and address of hotel.
  14. Type of convention/special event (Display items: Equipment, materials, vehicles and food service areas)
  15. Occupancy.
  16. Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department.
  17. Perimeter/screen draping.
  18. Reference 1997 Uniform Fire Code

## Pyrotechnics

### Pyrotechnics

The company providing the pyrotechnics must submit to MBCC and the Clark County Fire Marshall an insurance binder indemnifying Clark County and Mandalay Resort Group, its subsidiaries and affiliates. Pyrotechnics will not be allowed without submission of this binder. The binder is to be copied to Robert Marchino, Safety Coordinator. The Fire Marshall must be called in for a full test of the pyrotechnics prior to the actual event.

### Hazers

Because we never know what type of hazers will set off MBCC fire Safety system, any type of hazers used (chemical or oil) will require that the Fire Safety system be disabled.

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# Fire Regulations

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**Cosmoprof North America**  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## Fire Safety System Disablement

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to be dedicated to watch the console in the Fire Command room. A second engineer must be located in the room being used. An employee of the Fire Safety System provider is required to be in the Fire Command room with the engineer. At least two MBCC security guards are required to be present in the area that is disabled to watch for smoke or fire and to respond to any problems that the engineer in the Fire Command room spots. Depending on the particulars of the event, additional security guards may be required as deemed necessary by the Director of Security. Costs for these personnel are as follows:

### Hazing

During rehearsal and function time the cost is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

### Pyrotechnics

During actual function times is the rate is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department and the MBCC.

Pyrotechnics for special events (show opening, ribbon cutting, etc) presented by Show Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department  
Fire Prevention Bureau  
575 East Flamingo Road  
Las Vegas, NV 89119  
Telephone: (702) 455-7122  
Fax: (702) 455-7347

Upon written approval from the Clark County Fire Department, please forward the plan to your Convention Services Manager at least (30) days prior to the scheduled event.

## Vehicle-Exhibits

According to the Clark County Fire Department, the 1997 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

Section	Description
2505	Liquid-fueled and gas-fueled vehicles and equipment
2505.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.
2505.2	Displays
2505.2.1	General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505.2
2505.2.2	Batteries. Batteries shall be disconnected in an approved manner.
2505.2.3	Fuel Systems.
2505.2.3.1	Fueling. Vehicles or equipment shall not be fueled or defueled within the building.
2505.2.3.2	Quality limit. Fuel in the fuel tank shall not exceed one eighth of the tank.
2505.2.3.3	Inspection. Fuel systems shall be inspected for leaks.
2505.2.3.4	Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.
2505.2.4	Location. The location of vehicles or equipment shall not obstruct or block exits.
2505.3	Competitions and Demonstrations
2505.3.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505.3
2505.3.2	Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
2505.3.3	Fueling. Refueling shall be performed outside the building at an approved site.
2505.3.4	Spills. Fuel spills shall be cleaned up immediately.

These codes are subject to change without notice.

G-8 120116 060717 011600463

# Fire Regulations

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 9 - 11, 2017

## Vehicle-Exhibits (continued)

Automobiles or other fuel powered vehicles of any nature must follow the following guidelines:

1. Less than 1/8 tank of fuel.
2. Batteries to be removed or disconnected.
3. Locking gas caps or caps sealed with tape.
4. Ignition keys removed.
5. Propane tanks to be removed.
6. Each vehicle must be equipped with its own fire extinguisher.
7. Visqueen or other protective covering approved by MBCC placed underneath vehicle.

## Special Permits

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.





July 9 – 11, 2017 • Las Vegas, NV

## Official Show Directory, Company Listing

PRINT DEADLINE: May 5, 2017

Complete this and other ERG forms online at: [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)

This information will appear in the CPNA 2017 official exhibition directory. If your information is not updated by the deadline indicated above, your company name and booth number will be printed in the directory and posted online without editorial content. One entry per exhibiting company.

The Official CPNA Show Directory will be complimentary to all attendees on site. For information on advertising in the directory, consult the Exhibitor Resource Guide.

**Please complete this form online.** DO NOT USE ALL CAPS. Failure to comply may result in errors to your entry. Show management will not be held responsible for such errors.

To complete this form, visit [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com) & click Exhibitor Log-in. If you do not have your password simply enter your email address & it will be emailed to you. Once you are logged-in please confirm &/or update below information:

**NEW onsite directory (only the labels below will be printed in the onsite directory):**

- Exhibiting Company
- Booth Number
- Country
- Website

### Online Directory

- Select the categories for your products and services. These will be “searchable” to attendees online at BeautyMatch.
- Type an online description of your company and products—in English—as you wish it to appear in the CPNA official online exhibition directory.
- Upload your logo: Brand your eBooth online with your company logo
- Share your recent news with attendees by entering Press Releases
- Engage attendees with full color product images and detailed descriptions to appear in the online Product Gallery



July 9-11, 2017 • Las Vegas, NV

## EXHIBITOR BADGE REGISTRATION

### 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 (opens Friday, July 7 at 1pm) to receive their badge. A badge will be required to enter the show floor.

To ensure the accuracy of your badges and avoid exhibitor registration lines, please register online in advance

**How to Register** (online registration never closes):

**Log On to:** [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)

- Click “Exhibitor Login”, enter your password and click “Register Your Booth Staff”
- If you don’t have your password, enter your email address to have it sent to you.

Exhibitor Registration is located in Bayside D of the Mandalay Bay Convention Center and will be open at 1pm on Friday, July 7, 2017.

To receive badges; exhibiting companies must meet the following:

- Your booth space is paid in full
- You have submitted original proof of insurance

If these two conditions have not been met, no one from the exhibiting company will be allowed to pick up their badge.

### Badge Allotment Guidelines

The number of staff badges you receive is determined by the size of your booth space (raw space or ready-stand), from a minimum of two (2) badges to a **maximum of 35 badges**. Please consult the chart below for booth size and badge allotments.

DB Spotlight, Discover Scent, Discover Green & Tones of Beauty = 2 badges			
9 – 23 sq. meters	=	5 badges	48 – 59 sq. meters = 20 badges
24 – 35 sq. meters	=	10 badges	60 – 71 sq. meters = 25 badges
36 – 47 sq. meters	=	15 badges	72 – 83 sq. meters = 30 badges
84+ sq. meters = 35 badges			

➤ Additional badges are \$60.00 each.

**Restrictions: Children under 16 are not permitted on show floor.**

**VIP Buyer Program:** CPNA exhibitors may offer free admission to five (5) qualified VIP guests. (See Show Rules & Regulations for entrance qualifications). When registering booth staff, there is a VIP INVITE tab/online form that can be filled out. Each VIP will receive an invitation letter, via email, indicating that your company has generously offered them complimentary admission to Cosmoprof North America 2017. For each VIP, you must provide a name, company name and a unique email address. **Limit five (5) VIP Guests per signed exhibitor contract not per booth.**





**RAINPROTECTION.NET**

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance  
Supplier for Cosmoprof North America.



### **Exhibitor Liability Insurance Program**

As a standard requirement for all exhibitors, it is necessary to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, July 5-12, 2017, naming North American Beauty Events (15825 North 71st Street, #100. Scottsdale, AZ 85254) as the certificate holder. The Additional Insureds must read as follows: North American Beauty Events, Cosmoprof North America, Mandalay Bay Convention Center and GES shall be named as additional insured.

If you already have compliant coverage, please forward your certificate of insurance to [Jen@probeauty.org](mailto:Jen@probeauty.org).

### **Purchase your Insurance Now**

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=e86ba90f98db>

### **NON USA EXHIBITORS - Address and Phone Number instructions:**

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 3950 S. Las Vegas Blvd. Las Vegas, NV 89119

Phone Number - (800) 528-7975

### **This program is valuable for:**

- \*Exhibitors who do not have any insurance.
- \*International Exhibitors whose liability insurance will not cover them at a U.S Show.
- \*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- \*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- \*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

### **We also offer affordable short term Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

*Please complete and return the Enrollment Form below:*

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Sample

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/15/2013 7:12  
AM

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Rainprotection Insurance 39 Ryder Avenue Dix Hills, NY 11746 www.Rainprotection.net	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Insurance Company Name <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:  Exhibitor Name Street City, State, Zip Code	<b>NAIC #</b>

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		Policy Number	07/05/2017 12:01 AM	07/12/2017 11:59 PM	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	EACH OCCURRENCE \$ 1,000,000						
	FIRE DAMAGE (Any one fire) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH - ER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							AD&D MAXIMUM MEDICAL DEDUCTIBLE TERMS OF PAYMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: North American Beauty Events, Mandalay Bay Convention Center and GES. As respects to claims arising out of the operations of Exhibiting Company at Cosmoprof North America - July 9-11, 2017.

## CERTIFICATE HOLDER

## CANCELLATION

North American Beauty Events  
15825 North 71st Street #100  
Scottsdale AZ 85254

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rainprotection Insurance



## BOOTH PACKAGES

### Ready Stand and Raw Space Options

There are two booth packages available: Ready Stand and Raw Space.

The **Ready Stand** package includes:

- Booth walls consisting of 8' high white double fabric panels
- (1) 500 watt electrical outlet
- (4) upgraded clear chairs
- (1) wood grain rectangular table
- (1) wastebasket
- Pepper color carpet
- A free standing shelving unit
- Company name sign with visibility while walking the aisles
- Track lighting with 3 adjustable heads
- First day of show cleaning

The **Raw Space** package includes:

- concrete floor space only

COSMOPROF NORTH AMERICA IS A COMPLETE **HARDWALL** SHOW.  
**NO EXHIBITOR-SUPPLIED PIPE AND DRAPE IS ALLOWED ON THE SHOW FLOOR.**

If you do NOT purchase our Ready Stand Booth package, it is your responsibility as an exhibitor to provide:

- a minimum back wall that is the width and depth of your space (order form located within the "booth furnishings" section)
- side adjacent walls that are 2.5 meters (8 feet) in booth height from floor
- minimum/maximum booth height of 2.5 meters (8 feet)

**All North American exhibitors with RAW SPACE are required to send a diagram (blueprints, line drawings or pictures) with dimensions of the booth to: Jen Burns | email: [Jen@probeauty.org](mailto:Jen@probeauty.org) by May 5<sup>h</sup>, 2017. All raw space diagrams must be pre-approved.**

If authorized, walls exceeding 2.5 meters (8 feet) adjacent to another exhibitor's display area must be finished.

All signs, electrical displays, mannequins, display materials, advertising messages, names of companies, trademarks, logos, etc., that exceed 2.5 meters must have suitable backing so they are not visible to the adjacent booth. **Any unfinished walls will be covered by GES and billed to you, the exhibitor.**

All custom booth and double-deck booth blueprints (or line drawings with dimensions) **must be submitted by May 5, 2017** for Show Management and Fire Marshall **approval**. This must be done **regardless of past use**.

- Only booths with 60 raw sq. meters or more can extend two levels.
- The second level can be no larger than 30% of the first floor total sq. meters.
- The cost for second floor is 30% of base price.

CPNA requires all in-line booths not using a Ready Stand set by CPNA to provide 9" of electrical access behind each booth for a total of 18". All peninsula booths must provide 18" of electrical access behind each booth. Be sure to allow for power lines to go under the back wall to permit installation of service. If access is not readily available, electric power will be denied. Please submit a diagram to Mandalay Bay Convention Center of where you would like your electrical outlet to be placed. See the Electrical Order Form under the "Mandalay Bay Exclusive" section of the ERG.

Visit us online at [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)



**APPLICATION FOR USE OF  
OUTSIDE CONTRACTOR**

**FORM DEADLINE: May 10, 2017**

Exhibitors wishing to use an outside contractor (independent I&D firm other than GES Exposition Services) in the convention center must submit this form to CPNA by May 10, 2017.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide information on the outside contractor you wish to use:

Outside Contractor: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

**Outside Contractors Must Provide:**

1. A list of all exhibitors/clients to be served
2. Verification of adequate insurance coverage. NOTE: If outside contractor is subcontracting through a local company, a copy of their insurance coverage must also be submitted.
3. All work is to be performed by full-time employees of the exhibitor or hired through the local union. Indicate below if outside contractor intends to hire labor direct or wishes to have the official contractor, GES Exposition Services, handle it:  
\_\_\_\_ We will hire labor direct with the local union.  
\_\_\_\_ We will have GES, the official contractor, hire labor.

**Outside Contractor Must Comply with the Following Requirements:**

1. Abide by the same rules and regulations pertaining to a CPNA exhibitor.
2. Admittance to the trade show floor is allowed only to those with a temporary pass. Outside contractors must obtain a pass at the CPNA Registration Desk (Mandalay Bay Convention Center).
3. Outside contractors are expected to keep all equipment within the confines of the booth on which they are working. Only GES Exposition Services, the official contractor, is permitted to set up a service desk on the trade show floor. Solicitation on the trade show floor will automatically result in the revocation of your admittance privileges.
4. No outside contractor companies are allowed on CPNA floor during hours of show operation.

As an exhibitor, you are responsible for the contract of all personnel hired by your outside contractor in conjunction with the CPNA trade show. These guidelines are required to ensure your safety, as well as the safety of all attendees and for the smooth operation of the CPNA trade show.

**Return form to: NABE • 15825 N. 71<sup>st</sup> Street, Suite 100 • Scottsdale, AZ 85254 • Attn: Jen Burns**  
**Fax: 480-905-0708 or e-mail [jen@probeauty.org](mailto:jen@probeauty.org).**

# COSMOPROF

## NORTH AMERICA LAS VEGAS

### DELANO

LAS VEGAS

**Run of House Suite**

Discounted Resort Fee \$15.00 per night  
Additional Person Rate is \$35.00 (Max 4 per room)

Mon 7/3 - Wed 7/5	.....	\$ 129.00
Thu 7/6	.....	\$ 182.00
Fri 7/7	.....	\$ 215.00
Sat 7/8	.....	\$ 325.00
Sun 7/9	.....	\$ 255.00
Mon 7/10	.....	\$ 200.00
Tue 7/11 - Thu 7/13	.....	\$ 182.00
Fri 7/14 - Sat 7/15	.....	\$ 255.00

### Excalibur

HOTEL • CASINO • LAS VEGAS

**Resort Tower Run of House**

Discounted Resort Fee \$15.00 per night  
Additional Person Rate is \$30.00 (Max 4 per room)

Thu 7/6	.....	\$ 41.00
Fri 7/7	.....	\$ 83.00
Sat 7/8	.....	\$ 113.00
Sun 7/9 - Mon 7/10	.....	\$ 43.00
Tue 7/11 - Wed 7/12	.....	\$ 41.00



### FOUR SEASONS

**Strip View Rooms**

Resort Fee \$32.00 per night  
Additional person rate is \$50.00 (Max 3 per room)

Wed 7/5 - Thu 7/6	.....	\$ 220.00
Fri 7/7	.....	\$ 325.00
Sat 7/8	.....	\$ 395.00
Sun 7/9	.....	\$ 375.00
Mon 7/10	.....	\$ 315.00
Tue 7/11 - Wed 7/12	.....	\$ 215.00

**Superior Rooms**

Resort Fee \$32.00 per night  
Additional person rate is \$50.00 (Max 3 per room)

Thu 7/6	.....	\$ 190.00
Fri 7/7	.....	\$ 275.00
Sat 7/8	.....	\$ 345.00
Sun 7/9	.....	\$ 325.00
Mon 7/10	.....	\$ 265.00
Tue 7/11 - Wed 7/12	.....	\$ 185.00

### LUXOR®

LAS VEGAS

**Pyramid Deluxe**

Discounted Resort Fee \$15.00 per night  
Additional Person Rate is \$35.00 (Max 4 per room)

Thu 7/6	.....	\$ 61.00
Fri 7/7	.....	\$ 119.00
Sat 7/8	.....	\$ 154.00
Sun 7/9	.....	\$ 72.00
Mon 7/10	.....	\$ 67.00
Tue 7/11 - Wed 7/12	.....	\$ 61.00

**Tower Deluxe**

Discounted Resort Fee \$15.00 per night  
Additional Person Rate is \$35.00 (Max 4 per room)

Thu 7/6	.....	\$ 72.00
Fri 7/7	.....	\$ 130.00
Sat 7/8	.....	\$ 165.00
Sun 7/9	.....	\$ 84.00
Mon 7/10	.....	\$ 79.00
Tue 7/11 - Wed 7/12	.....	\$ 72.00

### MANDALAY BAY

Resort & Casino • Las Vegas

**Deluxe Room**

Discounted Resort Fee \$15.00 per night  
Additional Person Rate is \$35.00 (Max 4 per room)



Mon 7/3 - Wed 7/5	.....	\$ 95.00
Thu 7/6	.....	\$ 125.00
Fri 7/7	.....	\$ 165.00
Sat 7/8	.....	\$ 275.00
Sun 7/9	.....	\$ 195.00
Mon 7/10	.....	\$ 145.00
Tue 7/11 - Thu 7/13	.....	\$ 125.00
Fri 7/14 - Sat 7/15	.....	\$ 195.00


*Rates listed above are based on single/double occupancy. Rates do not include applicable hotel tax (currently 12%), hotel resort fee or any other applicable hotel fees. (Subject to change without notice).*

# COSMOPROF

## NORTH AMERICA LAS VEGAS

### Four easy ways to make your reservations:

 <https://resweb.passkey.com/go/Cosmoprof2017>  
 (800) 826-8133 Toll Free 310-590-4713 Local

 310) 649-3554

Par Avion Meetings & Conventions  
15901 Hawthorne Blvd, Suite 440, Lawndale, CA 90260

#### Hotel Preference

- ☐ Delano at Mandalay Bay ☐ Excalibur Hotel & Casino
- ☐ Four Seasons Hotel-Superior Room ☐ Four Seasons Hotel-Strip View Room
- ☐ Luxor Hotel & Casino – Pyramid Deluxe ☐ Luxor Hotel & Casino – Tower Deluxe
- ☐ Mandalay Bay Resort & Casino

#### Guest Type

- ☐ Attendee
- ☐ Exhibitor

#### Special Requests

- ☐ Smoking
- ☐ Non-Smoking
- ☐ ADA Accessibility

#### Contact Information

Name: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

#### Individual Guest Booking

Guest Name: \_\_\_\_\_ ☐ King (max 2 guests)

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ ☐ Double/Double (max 4 guests)

2<sup>nd</sup> Guest Name: \_\_\_\_\_ 3<sup>rd</sup> Guest Name: \_\_\_\_\_

#### Bed Type (request only)

#### Group Booking (up to 5 rooms)

Indicate the Bed type request and number of rooms required per night. For more than five rooms please contact our reservation department at (800) 826-8133 or (310) 590-4713.

Room Type	Event Days						
	Thu, 7/6	Fri, 7/7	Sat, 7/8	Sun, 7/9	Mon, 7/10	Tue, 7/11	Wed, 7/12

First night room and tax deposit due at time of booking. Deposit will be charged to credit card on or after June 5, 2017. Credit card information must be provided until check arrives. Check must be received by May 22, 2017. Room rates are on space available basis and do NOT include tax. **Last day to make reservations for the discounted rates is June 5, 2017.**

Card Type: ☐ American Express ☐ Diners Club ☐ Discover ☐ MasterCard ☐ Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESPONSIBILITY AND LIABILITY:** Par Avion Meetings and Conventions (travel program producer) and NABE (travel program sponsor) and/or their agents act only in the capacity as agents for customers in all matters pertaining to hotel accommodations, and as such are not responsible for any damage, expenses or inconvenience caused by late train or plane arrivals or departures, or by any change of schedule condition from any loss, injury or damage to any person or property from any cause whatsoever. Baggage handling throughout the program is entirely at the owner's risk. The customer agrees that NABE/Par Avion shall not be held responsible in the event of any errors or omissions in any promotional material.



### All booths are sold as **READY STAND** or **RAW SPACE**.

A 12sq meter **Ready Stand** Package includes the following items:



- Carpet (pepper)
- White double fabric panel walls
- (1) 500 watt outlet
- (1) Upgraded wood grain rectangular table
- (4) Upgraded clear chairs
- Free standing shelving unit
- Track lighting with 3 adjustable heads
- Company name sign
- Wastebasket
- First day of show cleaning

\* picture is based on 12sqm inline booth

### Ready Stand Inclusions for In-Line and Corner Stands

Booth Size per Square Meters						
Description	9-23sqm		24-35sqm		36sqm +	
Booth type	Inline	Corner	Inline	Corner	Inline	Corner
Rectangular Table	1	1	2	2	3	3
Clear Chairs	4	4	8	8	12	12
Name sign	1	2	1	2	1	2
Track lighting with 3 adjustable spotlights	1	1	2	2	3	3
Free standing shelving unit	1	1	2	2	3	3
Electricity - 500 watt outlet	1	1	2	2	3	3
Wastebasket	1	1	1	1	1	1
Pepper Carpet	Yes	Yes	Yes	Yes	Yes	Yes

# Ready Stand Options Accessories Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Enter Quantity to Order Below

305250



Discount  
\$ 128.50  
Regular  
\$ 160.75  
Qty:

Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H

305186



Discount  
\$ 207.00  
Regular  
\$ 258.75  
Qty:

Table, Conference, Distinct, 42" 30"D 30"H

302148



Discount  
\$ 385.75  
Regular  
\$ 578.50  
Qty:

Distinct Shelving Unit

600114



Discount  
\$ 257.00  
Regular  
\$ 399.75  
Qty:

Light, Track 4' with 3 MR-16  
Note: Track Lights are for booth packages only  
and do not include power. Please see form A-4a  
for Power Packages.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have  
accepted GES Payment Policy and  
GES Terms & Conditions of Contract,  
including authorization for GES to  
retain personal information to better  
serve my need for GES services at  
future events.



Total Payment  
Enclosed

€\$

4-11 030316 060717 011600463

# Ready Stand Package Panels

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 9 - 11, 2017

## READY STAND PACKAGE PANELS

Attention Exhibitors,

Please be advised that there will be a fee of \$91.80 (USD) for each damaged panel associated with your booth space. You may NOT apply, hang or attach any item on or to the booth package elements provided in the Ready Stand Panels. Should you have any questions, please contact your service executive or visit the GES Service Center.

Thank you,

GES

011600463

060717 1110

G-5 060413

# Ready Stand Graphic Wall Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number

Order graphics and **upload artwork files** directly online: <https://e.ges.com/011600463/graphicPanelPrinting>

Inquires and Requests for custom Ready Stand graphics can be sent using the following email address: [CosmoProfGraphics@ges.com](mailto:CosmoProfGraphics@ges.com)



## Important Information

- A complete order includes artwall and placement of panels. Submit completed order prior to Jun 14, 2017 in order to receive discounted rate.
- Graphic door headers and wall panels must be ordered two (2) weeks prior to move-in.
- When submitting artwork, Vector-based artwork is the preferred file type, with file extensions of .ai or .eps
- Telephone orders will not be accepted.
- Orders placed at the exhibit facility are C.O.D.
- A 25% surcharge will apply to orders installed on overtime.



Before



After with Insert Panels



After with Banner

**Step 1: Specify panel placement** (circle for each panel shown in diagram above - include a booth layout for more panels)

Panel A Panel B Panel C Panel D Panel E Panel F Panel G Panel H Panel I Panel J Panel K  
(Half Panel)

011600463

060717 1110

D-2 032917 Cstm

Form Continues on Next Page



# Ready Stand Graphic Wall Order Form

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

Company Name

Email

Phone Number

## Step 2: Order Graphic Panel

ITEM #	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	X QTY	+ 8.25% TAX	= TOTAL
668789	Half Insert Panel, 18 7/16"W x 91 1/2"H, Visual Opening, 17 1/4"W x 90 3/4" *	No Charge	\$ 78.00			\$
600680	1M Fabric Banner – 38-3/8" x 92-3/4" (97.472cm x 235.585cm) *	\$ 520.25	\$ 676.25			\$
600681	2M Fabric Banner – 77" x 92-3/4" (195.58cm x 235.585cm) *	\$ 962.25	\$ 1,248.50			\$
600682	3M Fabric Banner – 115-5/8" x 92-3/4" (293.687cm x 235.585cm) *	\$ 1,404.50	\$ 1,820.75			\$
600686	4M Fabric Banner – 154-3/8" x 92-3/4" (392.112cm x 235.585cm) *	\$ 1,876.25	\$ 2,438.75			\$
608128	Full Insert Panel, 37 1/4"W x 91 1/2"H, Visual Opening, 36 3/4"W x 91" *	\$ 270.50	\$ 406.00			\$
600388	Full Overlay Panel, 38 5/8"W x 93"H * *	\$ 270.50	\$ 406.00			\$

ITEM #	DESCRIPTION	RATE	X QTY	= TOTAL
705012	Graphics Labor	\$ 219.50		\$

**\*Labor is included on above items unless no placement or direct access to installation location is provided.**

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$



# Powered Pedestal Order Form

Page 1 of 1

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- In order to receive the power package, this completed form must be returned with Power Package Layout Form and Payment & Credit Card Authorization Form.
- Want an easier way? Order online: <http://e.ges.com/011600463/powerpedestal/esm>



Pedestal, Powered  
Locking, White, 24"L 24"D 42"H

## Powered Pedestal

- Power is not included

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	307.00	460.25		\$

## Power Packages

Take advantage of the Cosmoprof Power Package that includes outlet, extension cord and electrical labor.

- Any location changes after Pedestal is set is subject to electrical charges from Mandalay Bay/Edlen.
- Power Package is only available for ordering on or before the move-in. After move-in begins, please see Edlen for electrical needs.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
401023	Power Distribution Outlet Package	234.00	234.00		\$
↳	Includes (1) Outlet, Power Cord, Installation and Dismantle for Electrical Labor (Order this package when an additional electrical outlet requires power distribution to another location.)				
401022	Power Distribution Package	151.00	151.00		\$
↳	Includes Power Cord, Installation and Dismantle for Electrical Labor (Order this package for an existing Ready Stand supplied outlet requires power distribution to another location.)				

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

A-4a 040516 Cstm 060717 011600463

# Power Package Layout Form

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Form Tips:

- Use bold lines to indicate the outline of your booth.
- CAD or other drawings will be accepted if needed.
- Return multiple layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout

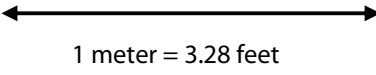

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

060717 011600463

E-5 110815

# Cosmoprof North America - Meter Conversion Chart

Meter	equals	Feet		Meter	equals	Feet
1	<=>	3.28084	 1 meter = 3.28 feet	41	<=>	134.514
2	<=>	6.56168		42	<=>	137.795
3	<=>	9.84252		43	<=>	141.076
4	<=>	13.1234		44	<=>	144.357
5	<=>	16.4042		45	<=>	147.638
6	<=>	19.685		46	<=>	150.919
7	<=>	22.9659		47	<=>	154.199
8	<=>	26.2467		48	<=>	157.48
9	<=>	29.5276		49	<=>	160.761
10	<=>	32.8084		50	<=>	164.042
11	<=>	36.0892		51	<=>	167.323
12	<=>	39.3701		52	<=>	170.604
13	<=>	42.6509		53	<=>	173.884
14	<=>	45.9317		54	<=>	177.165
15	<=>	49.2126		55	<=>	180.446
16	<=>	52.4934		56	<=>	183.727
17	<=>	55.7743		57	<=>	187.008
18	<=>	59.0551		58	<=>	190.289
19	<=>	62.3359		58	<=>	190.289
20	<=>	65.6168		60	<=>	196.85
21	<=>	68.8976		61	<=>	200.131
22	<=>	72.1785		62	<=>	203.412
23	<=>	75.4593		63	<=>	206.693
24	<=>	78.7401		64	<=>	209.974
25	<=>	82.021		65	<=>	213.255
26	<=>	85.3018		66	<=>	216.535
27	<=>	88.5827		67	<=>	219.816
28	<=>	91.8635		68	<=>	223.097
29	<=>	95.1443		69	<=>	226.378
30	<=>	98.4252		70	<=>	229.659
31	<=>	101.706		71	<=>	232.94
32	<=>	104.987		72	<=>	236.22
33	<=>	108.268	<b>Formula</b>  To Convert Meters to Feet 1 meter = 3.28083989501312 feet example: 3 meters X 3.28 = 9.84 feet	73	<=>	239.501
34	<=>	111.549		74	<=>	242.782
35	<=>	114.829		75	<=>	246.063
36	<=>	118.11	To Convert Feet to Meters 1 foot = 0.3048 meters example: 10 ft x 0.3048 = 3.048 meters	76	<=>	249.344
37	<=>	121.391		77	<=>	252.625
38	<=>	124.672		78	<=>	255.905
39	<=>	127.953		79	<=>	259.186
40	<=>	131.234		80	<=>	262.467

# General 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  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

## GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging

## Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

## How Can I Order My Show Services?



**Expresso** is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/011600463/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



**GES National Servicenter®** provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/011600463/contactus/esm>

**GES Servicenter®** is on-site to place any last-minute orders and provide show information while at showsite.

## Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.

# Tips for New Exhibitors

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 9 - 11, 2017

## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of June 14, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011600463/esm>

## Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/011600463/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/011600463/shippinghandling/esm>

## Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract
- Clearly indicate when paying by check. All check payments should be returned to:

Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

Beneficiary:  
c/o Bank of America  
901 Main Street,  
TX1-492-07-14  
Dallas, TX 75202-3714 USA  
Telephone # 702-263-2795 or  
702-914-5112

Global Experience Specialists  
(GES)  
Account #: 7188101819  
Wire ABA Routing #: 026009593  
ACH ABA Routing #: 071000039  
SWIFT Address: BOFAUS3N  
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:  
Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road  
Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated



## No Tipping Required

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

## Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all 4 sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

## Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

## Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) – standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

## It's All About the Padding

Ordering carpet for your booth? Think about what kind padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/011600463/carpet/esm>

## What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/011600463/LaborandEquipment/esm>



# Stop. Think. Safety.

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 9 - 11, 2017



**Safety is very important for everyone working in the Exhibit Hall.**

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

## Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

# Show Site Work Rules

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 9 - 11, 2017

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

**Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

## Teamsters Union

### Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

### Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Global Experience Specialists, Inc. (GES) will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

## Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.

An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet.

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

### Trusses

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians. Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

## Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

## Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

## Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.



# GES Terms and Conditions of Contract

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 9 - 11, 2017

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

## IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.



## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.  
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.  
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

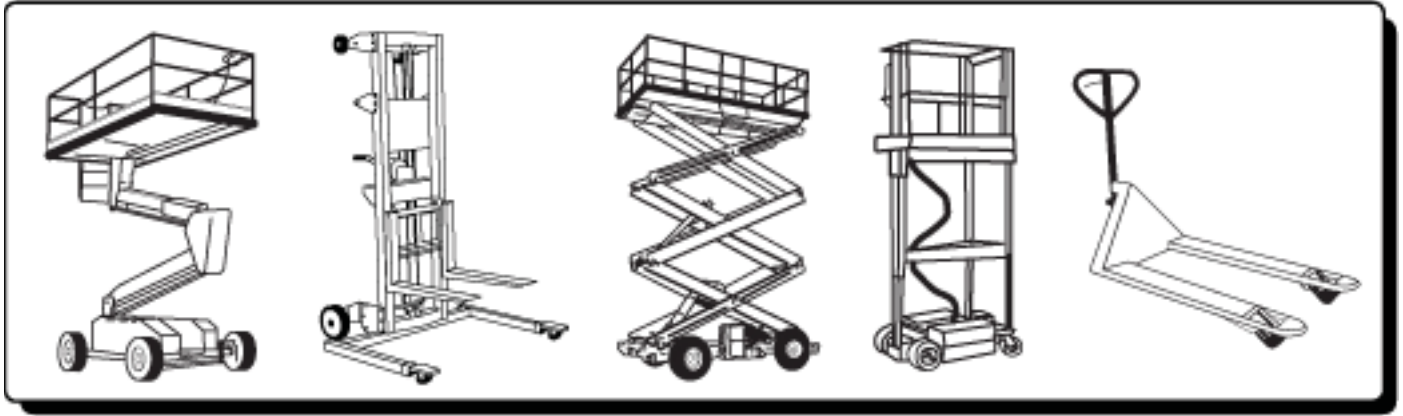
## XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

# Operation of All Mechanical Lifts

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 9 - 11, 2017



## Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

Thank you for your complete cooperation.



# Payment and Credit Card Charge Authorization

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011600463/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

## Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Please  
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check  
Payment

Total Credit  
Card Payment

MM/DD/YY

Check Dated

\$

\$

## Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



## Domestic Third Party Billing Request

**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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name \_\_\_\_\_

Exhibiting Company Address	City	State	Zip/Country
----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

**Please  
Sign**

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date \_\_\_\_\_

I agree in placing this order that I have accepted  
GES Payment Policy and GES Terms &  
Conditions of Contract, including authorization for  
GES to retain personal information to better serve  
my need for GES services at future events.

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Exhibit Systems      ☐ GES Logistics      ☐ I & D Labor      ☐ Forklift Labor      ☐ Material Handling      ☐ Rental Carpet

☐ Rental Furniture      ☐ Signs☐ Other (*Please Specify*)

### Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

Third Party Company Address	City	State	Zip/Country
-----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

#### Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

Expiration Date

☐ MasterCard☐ VISA☐ American Express☐ Corporate Card☐ Personal Card

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date \_\_\_\_\_

I agree in placing this order that I have accepted  
GES Payment Policy and GES Terms &  
Conditions of Contract, including authorization for  
GES to retain personal information to better serve  
my need for GES services at future events.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



# International Third Party Billing Request

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please  
Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please  
Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Review and Return:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520



# GES Payment Policy

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 9 - 11, 2017

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# Display Case Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- In order to receive the power package, this completed form must be returned with Power Package Layout Form and Payment & Credit Card Authorization Form.
- Want an easier way? Order online: <http://e.ges.com/011600463/displaycases/esm>



Corner View Display



Full View Display



Half View Display



Quarter View Display



Vertical View Display

## Display Cases

- Power is not included

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	561.50	842.75		\$
300074	Display Case 4', Full View	476.25	714.75		\$
300075	Display Case 4', Half View	476.25	714.75		\$
300076	Display Case 4', Quarter View	476.25	714.75		\$
300078	Display Case 5', Full View	511.00	767.25		\$
300079	Display Case 5', Half View	511.00	767.25		\$
300080	Display Case 5', Quarter View	511.00	767.25		\$
300082	Display Case 6', Full View	561.50	842.75		\$
300083	Display Case 6', Half View	561.50	842.75		\$
300084	Display Case 6', Quarter View	561.50	842.75		\$
300088	Display Case 7', Vertical	692.75	1,039.50		\$

## Display Case Power Package

Take advantage of the Cosmoprof Power Package that includes outlet, extension cord and electrical labor.

- Any location changes after Display Case is set is subject to electrical charges from Mandalay Bay/Edlen.
- Power Package is only available for ordering on or before the move-in. After move-in begins, please see Edlen for electrical needs.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
401023	Power Distribution Outlet Package	234.00	234.00		\$
	↳ Includes (1) Outlet, Power Cord, Installation and Dismantle for Electrical Labor (Order this package when an additional electrical outlet requires power distribution to another location.)				
401022	Power Distribution Package	151.00	151.00		\$
	↳ Includes Power Cord, Installation and Dismantle for Electrical Labor (Order this package for an existing Ready Stand supplied outlet requires power distribution to another location.)				

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# Booth Furnishings Order Form

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

Company Name

Email

Phone Number

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please  
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

# Power Package Layout Form

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Form Tips:

- Use bold lines to indicate the outline of your booth.
- CAD or other drawings will be accepted if needed.
- Return multiple layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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# Carpet


## Standard

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

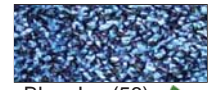
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

## Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

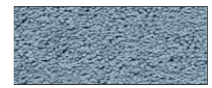
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



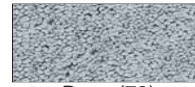
Cement (70)



Charcoal (71)



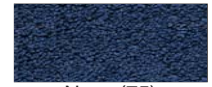
Cobalt (72)



Dove (73)



Lava Rock (74)



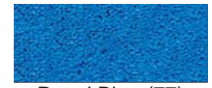
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

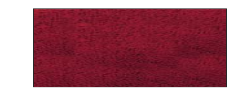
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



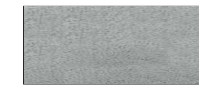
Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Carpet Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 24 Sq. Meters, an island or peninsula? Order Custom-Cut carpet! (Minimum 9.3 Sq. Meters order required.)

## Carpet

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5013	Pre-Cut 3M x 3M Standard Carpet, 13 oz		<b>224.75</b>	337.00		\$
5012	Pre-Cut 3M x 4M Standard Carpet, 13 oz		<b>248.25</b>	360.75		\$
5011	Pre-Cut 3M x 6M Standard Carpet, 13 oz		<b>295.50</b>	473.00		\$
5010	Pre-Cut 3M x 8M Standard Carpet, 13 oz		<b>354.75</b>	532.25		\$

Calculate Sq. Meter = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Meter

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Meter	Total	
5000	13 oz. Carpet Custom-Cut, Per Sq.Meter		27.25	41.00		\$	
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Meter		29.50	49.00		\$	
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Meter		43.25	64.75		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Meter	Total	
500400_	Carpet Padding, 1/2" Thick, Per Sq.Meter		14.35	22.35		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Meter	Tax %	Total
500410_	Carpet Plastic Covering, Per Sq.Meter		5.85	10.60		8.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes ☐ No

## Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

# Furniture and Accessories

## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

## Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

## Table Skirt Colors

Beige (54)

Black (41)

Blue (42)

Burgundy (43)

Gold (46)

Gray (40)

Green (45)

Mauve (47)

Purple (48)

Red (49)

Teal (55)

White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



302148 - Distinct Shelving Unit



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300202 - Pegboard, White, 2'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300212 - Tackboard, 2'x8'



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Furniture and Accessories

## Accessories



300113 - Wastebasket



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Furniture and Accessories Order Form

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Cosmoprof North America  
Mandalay Bay Convention Center  
July 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



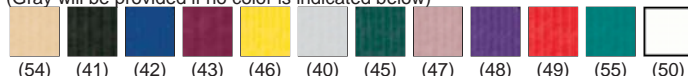
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/011600463/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	83.25	125.75		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	77.25	114.25		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	50.00	73.50		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	74.75	110.00		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	74.75	110.00		\$
300056	Table, Square, 24"x24"x30" High	74.75	110.00		\$
300059	Table, Starbase, 30" Diameter x 40" High	173.00	260.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	170.00	259.50		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		94.00	141.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		116.75	175.75		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		142.75	215.00		\$
3007	Table, Skirt 4th Side		38.50	56.75		\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		111.50	168.50		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		137.75	212.50		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		165.00	250.75		\$
3017	Counter, Skirt 4th Side		38.50	56.75		\$



Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

### Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	108.00	162.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	54.50	79.75		\$

Form Continues on Next Page





# Furniture and Accessories Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
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## Risers

300194	Riser 6', Double Tier, 72"x8"x16" High	137.75	202.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	74.75	110.00		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3002	Drape, 8' High, Per Foot, 4' Minimum		23.30	23.30		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	561.50	842.75		\$
300074	Display Case 4', Full View	476.25	714.75		\$
300075	Display Case 4', Half View	476.25	714.75		\$
300076	Display Case 4', Quarter View	476.25	714.75		\$
300078	Display Case 5', Full View	511.00	767.25		\$
300079	Display Case 5', Half View	511.00	767.25		\$
300080	Display Case 5', Quarter View	511.00	767.25		\$
300082	Display Case 6', Full View	561.50	842.75		\$
300083	Display Case 6', Half View	561.50	842.75		\$
300084	Display Case 6', Quarter View	561.50	842.75		\$
300088	Display Case 7', Vertical	692.75	1,039.50		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	5.85	8.35		\$
300123	Aisle Stanchion, without Chain	30.00	48.00		\$
300103	Aluminum Easel	43.50	65.50		\$
300111	Bag Stand	70.25	91.25		\$
300102	Coat Rack	45.25	68.75		\$
302148	Distinct Shelving Unit	385.75	578.50		\$
300104	Garment Rack	68.75	104.00		\$
300106	Literature Rack	209.00	316.00		\$
300222	Pegboard, Shelving, 39" x 12"	44.00	66.50		\$
300201	Pegboard, White, 4'x8'	161.75	242.25		\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300202	Pegboard, White, 2'x8'	141.00	211.25		\$
300107	Refrigerator	319.25	479.25		\$
300015	Rod, 6' to 10' Telescopic	13.80	13.80		\$
300131	Security Cage, Large, without Lock	409.25	609.00		\$
300120	Sign Holder, Bell Base	54.50	81.75		\$
300108	Sign Holder, Chrome, 22"x28"	64.25	95.25		\$
300212	Tackboard, 2'x8'	141.00	211.25		\$
300211	Tackboard, 4'x8'	161.75	242.25		\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300112	Ticket Tumbler, Small, Table Top	98.25	149.00		\$
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Form Continues on Next Page





# Furniture and Accessories Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Accessories

300113	Wastebasket	14.85	23.60		\$
300118	Waterfall Stand	86.50	130.00		\$

## Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

**Cancellation Policy:** Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

060717 011600463

A-1 050317

# Furniture Package Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

## Furniture Package



### Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		208.44	311.72		\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

### Skirt Color Options

(Gray will be provided if no color is indicated.)



### Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	466.07	707.49		\$
↳ Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$

**Cancellation Policy:** Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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A-2 050417

# Specialty Furniture

## Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture

## Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

## Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H



305442 - Laguna Chair, 18"L 19"D 34"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305441 - Zenith Chair, 19"L 22"D 32"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture

## Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305251 - Ottoman, Vibe Cube, Black, 18"L 18"D 18"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

## Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture

## Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



305259 - Christopher Barstool, 19"L 15"D 41"H



305440 - Zenith Barstool, 19"L 20"D 44"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



305426 - Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



# Specialty Furniture



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H

## Tables - Bar



305425 - Bar Table/Hydraulic Chrome Base, Steel Blue, 30" RND 45"H



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



305118 - Liquid White Patio Bar Table 30"L x 30"D x 42"H



305405 - Madison Bar Table/Black Base, 30" RND 42"H



305139 - Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H



305133 - Table, Bar, Graphite/Black, 30" Round 42"H



305136 - Table, Bar, Graphite/Black, 36" Round 42"H



305142 - Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H



305145 - Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H



305134 - Table, Bar, Maple/Black, 30" Round 42"H



305137 - Table, Bar, Maple/Black, 36" Round 42"H



305143 - Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H



305146 - Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H



305130 - Table, Bar, Red/Black, 30" Round 42"H



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



# Specialty Furniture

## Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

## Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

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# Specialty Furniture

## Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 42"D 29"H



305029 - Table, Conf., Graphite, 96"L 48"D 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H



305186 - Table, Conference, Distinct, 42" 30"D 30"H

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# Specialty Furniture

## Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

## Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

## Office and Utility Furniture



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



305416 - Madison Credenza, 60"L 20"D 29"H



305417 - Madison Executive Desk, 60"L 30"D 29"H

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# Specialty Furniture

## Lamps



305204 - Lamp, Floor,  
Mason, Silver, 18" Round  
55"H



305205 - Lamp, Table,  
Mason, Silver, 16" Round  
26"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture Order Form

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Cosmoprof North America  
Mandalay Bay Convention Center  
July 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/011600463/furnishings/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	613.00	920.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	663.00	994.50		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	442.50	664.25		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,101.50	1,652.50		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,264.75	1,897.25		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,264.75	1,897.25		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,262.75	1,899.50		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,185.25	1,778.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	704.50	1,057.50		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	514.75	772.50		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	556.25	834.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	899.50	1,353.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	539.00	808.25		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	475.50	713.25		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	555.50	833.50		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	665.00	998.25		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	665.00	998.25		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	286.50	429.75		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	370.25	556.25		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	555.50	833.50		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	333.25	499.75		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	316.50	475.25		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	356.50	534.75		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	531.50	797.75		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	817.00	1,224.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	817.00	1,224.00		\$

### Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	249.25	373.75		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	119.75	179.75		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number

## Seating - Chairs

305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	119.75	179.75		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	124.50	187.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	113.75	170.75		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	75.50	113.75		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	153.75	230.50		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	215.25	322.25		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	376.75	565.75		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	274.75	412.25		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	387.25	581.75		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	157.00	235.50		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	239.75	359.75		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	128.50	160.75		\$
305442	Laguna Chair, 18"L 19"D 34"H	300.00	416.25		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	230.50	320.25		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	230.50	320.25		\$
305441	Zenith Chair, 19"L 22"D 32"H	291.75	406.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	447.75	672.25		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	447.75	672.25		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	320.50	480.75		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	320.50	480.75		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	206.25	309.00		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	96.50	145.25		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	96.50	145.25		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	148.00	206.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	122.50	183.75		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	259.00	388.25		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	340.00	509.50		\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	309.25	464.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	306.00	459.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	595.75	893.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Office and Utility Seating

305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	442.75	664.00		\$
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## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	321.25	482.50		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	321.25	482.50		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	321.25	482.50		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	321.25	482.50		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	133.50	200.25		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	133.50	200.25		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	171.50	257.75		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	214.75	321.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	108.00	162.25		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	108.00	162.25		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	108.00	162.25		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	108.00	162.25		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	243.75	366.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	243.75	366.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	138.00	207.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	402.75	604.00		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	366.00	548.75		\$
305259	Christopher Barstool, 19"L 15"D 41"H	321.25	482.50		\$
305440	Zenith Barstool, 19"L 20"D 44"H	384.50	534.50		\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	462.00	642.50		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	346.75	482.50		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,203.50	1,805.50		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	539.50	749.75		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	249.75	374.75		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	187.25	281.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	218.50	328.25		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	249.75	374.75		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	296.75	445.25		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	187.25	281.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	218.50	328.25		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	249.75	374.75		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	296.75	445.25		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	187.25	281.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	169.75	254.75		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	213.25	320.50		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	154.00	231.25		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cafe

305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	<b>209.00</b>	314.25		\$
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## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	<b>462.00</b>	642.50		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	<b>1,570.75</b>	2,356.25		\$
305118	Liquid White Patio Bar Table 30"L x 30"D x 42"H	<b>1,286.00</b>	1,929.25		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	<b>539.50</b>	749.75		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	<b>254.75</b>	382.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	<b>194.75</b>	292.75		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	<b>239.75</b>	360.25		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	<b>335.00</b>	502.50		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	<b>300.25</b>	450.50		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	<b>194.75</b>	292.75		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	<b>239.75</b>	360.25		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	<b>254.75</b>	382.25		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	<b>300.25</b>	450.50		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	<b>194.75</b>	292.75		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	<b>184.50</b>	277.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	<b>227.00</b>	340.75		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	<b>174.00</b>	261.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	<b>219.75</b>	330.00		\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	<b>484.50</b>	673.25		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	<b>866.00</b>	1,295.50		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	<b>369.25</b>	513.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	<b>494.75</b>	742.50		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	<b>494.75</b>	742.50		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	<b>204.75</b>	307.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	<b>249.00</b>	373.50		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	<b>235.50</b>	353.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	<b>328.25</b>	492.50		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	<b>328.25</b>	492.50		\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	<b>462.00</b>	641.50		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	<b>327.50</b>	455.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	<b>392.75</b>	589.50		\$
305273	Table, Aura, White Metal, 15" Round 22"H	<b>125.25</b>	187.75		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	<b>117.75</b>	177.25		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	<b>185.25</b>	277.75		\$

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Discount Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number

## Tables - End Tables

305211	Table, End, Oliver, 22" Round 22"H	219.75	330.00		\$
305046	Table, End, Silverado, 24" Round 22"H	221.25	332.50		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	242.00	362.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	242.00	362.00		\$
305276	Table, Mosaic, Set of 3	231.25	347.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	146.25	219.75		\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,005.75	1,397.50		\$
305400	5' Madison Table, 60"L 48"D 29"H	677.25	941.50		\$
305401	8' Madison Table, 96"L 60"D 29"H	822.00	1,142.50		\$
305410	Madison Conference Table, 42"RND 29"H	616.00	855.75		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	104.00	156.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	225.75	339.25		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	364.00	546.50		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	239.00	358.25		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	364.00	546.50		\$
305027	Table, Conf., Graphite, 42" Round 29"H	300.25	450.50		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	404.75	607.25		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	498.25	747.25		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	273.25	409.75		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	313.25	470.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	252.50	379.00		\$
305186	Table, Conference, Distinct, 42" 30"D 30"H	207.00	258.75		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	2,617.00	3,925.50		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	983.75	1,476.25		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	499.75	694.50		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	408.50	613.25		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	489.25	734.25		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	408.50	613.25		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	307.00	460.25		\$

## Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	295.00	442.50		\$
305416	Madison Credenza, 60"L 20"D 29"H	851.75	1,183.25		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	770.00	1,071.00		\$

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	297.50	447.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	220.75	331.00		\$

## Electrical Outlets Not Included



### Reminder

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

**Cancellation Policy:** Items cancelled will be charged **100%** of original price after move-in begins.

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# Convenience Package Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/011600463/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	351.35	534.60		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	884.00	1,322.75		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	898.00	1,353.75		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404311	Stool Package A	337.35	503.60		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.				

## Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4046	Chair Package B		298.10	450.85		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		302.10	456.10		\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

## Skirt Color Options

(Gray will be provided if no color is indicated.)



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Form Continues on Next Page



# Convenience Package Order Form

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

Company Name

Email

Phone Number

## Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	1,471.25	2,208.25		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.				
404506	Premium Stool Package	602.00	903.00		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".				

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

**Cancellation Policy:** Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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# Raw Space Hardwall Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number

Order panel and **upload artwork files** directly online: <https://e.ges.com/011600463/RawSpaceHardwallPanels>



## Important Information

- This order will not be processed without a detailed floor plan of your exhibit booth. Please be sure to include a booth layout form with this order.
- Any materials needed to make the walls structurally sound (½M panels, base plates, etc.), under the amount of \$250.00 will be added without notification. Exhibitor will be notified prior to processing orders over \$250.00.
- Doors open out per Fire Marshal regulations.
- Exhibitor will be charged for any screw, tape or nail hole damages done to the wall panels. This includes any damage done by self-sticking Velcro®.
- Overtime labor will be charged to the exhibit booth if interior walls are installed after 4:30 pm during the week or anytime over the weekend due to exhibitor / EAC set-up delays.
- If you require a GES CAD drawing of your booth space, a charge of will be billed to your account for each CAD drawing and revision provided.

## Standard Interior Panels

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
668582	CAD Drawing		<b>58.25</b>	87.75		\$
662132	H70 Beam 1M Diagonal Brace		<b>29.00</b>	43.50		\$
668579	GEM 1/2M Interior Panel 19 11/16" x 96"		<b>83.75</b>	125.75		\$
668580	GEM 1M Interior Panel 39 3/8" x 96"		<b>121.25</b>	181.75		\$
668581	GEM Interior Door Panel 39 3/8" x 96"		<b>375.25</b>	563.00		\$
600412	GEM, 1 Meter Panel		<b>113.00</b>	167.75		\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

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# Raw Space Hardwall Graphics Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

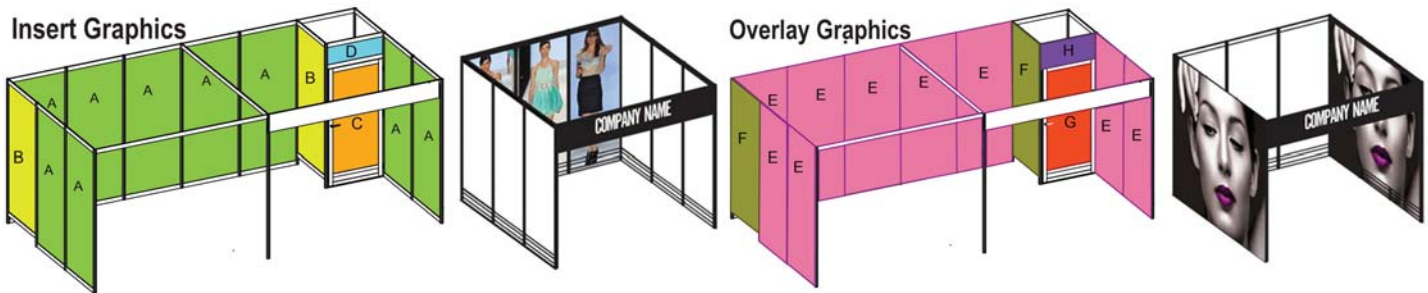
Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Order graphics and **upload artwork files** directly online: <https://e.ges.com/011600463/GraphicWallPanel>



## Important Information

- A complete order includes artwall and placement of panels. Submit completed order prior to Jun 14, 2017 in order to receive discounted rate.
- Graphic door headers and wall panels must be ordered two (2) weeks prior to move-in.
- When submitting artwork, Vector-based artwork is the preferred file type, with file extensions of .ai or .eps
- Telephone orders will not be accepted.
- Orders placed at the exhibit facility are C.O.D.
- A 25% surcharge will apply to orders installed on overtime.
- For Specialized Diagrams contact GES at 800.801.0554



## Order Raw Graphic Panel

ITEM #	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	X QTY	+ 8.25% TAX	= TOTAL
600393	1 Meter Overlay, 39 3/16" wide x 96" tall *	\$ 317.00	\$ 475.75			\$
600394	1 Meter Raised Overlay, 39 3/16" wide x 90 7/8" tall *	\$ 301.50	\$ 451.25			\$
600390	1Meter Raised Insert, 38 1/8" wide x 86 1/4" tall *	\$ 259.75	\$ 390.00			\$
600392	Door Header Insert, 38 1/8" wide x 12" tall *	\$ 39.00	\$ 58.75			\$
600396	Door Header Overlay, 39 3/16" wide x 16" tall *	\$ 53.00	\$ 79.50			\$
600389	Panel, 38 1/8" wide x 91 3/8" tall *	\$ 270.50	\$ 406.00			\$
600391	Storage Door Insert, 31 15/16" wide x 68 1/8" tall *	\$ 184.00	\$ 276.00			\$
600395	Storage Door Overlay, 31" wide x 67 1/4" tall *	\$ 175.25	\$ 263.00			\$

ITEM #	DESCRIPTION	RATE	X QTY	= TOTAL
705012	Graphics Labor *	\$ 219.50		\$

**\*Labor is included on above items unless no placement or direct access to installation location is provided.**





# Booth Furnishings Order Form

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

Company Name

Email

Phone Number

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please  
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

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# Exhibit Systems Order Form

Page 1 of 1

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

## Standard Exhibits

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600110	Exhibit, Armlight Black	90.50	121.25		\$
600103	Exhibit, Counter, 1M Curved	654.00	981.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	490.50	736.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	613.25	921.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	654.00	932.50		\$
600222	Exhibit, Light Box, Medium 37"x56"	532.00	796.50		\$
600223	Exhibit, Light Box, Small 37"x28"	450.50	675.75		\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

**Cancellation Policy:** Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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# Digital File Preparation

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 9 - 11, 2017

## Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

## Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

### Vector Artwork

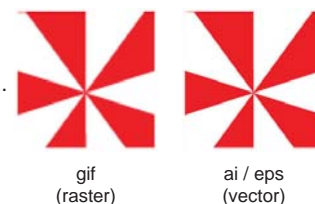
For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

**Vectors**  
Editable Text

**Vectors**  
Outlined Text



gif  
(raster)

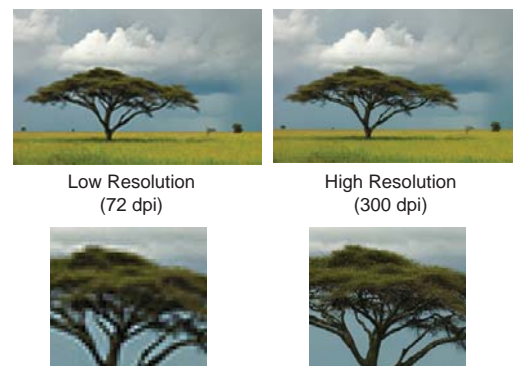
ai / eps  
(vector)

### Bitmap/Raster Artwork

**TIFF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Low Resolution  
(72 dpi)

High Resolution  
(300 dpi)

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600463/signs>

# Digital File Preparation

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 9 - 11, 2017

## Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

## File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

## Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

## Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

## Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

## Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

## Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

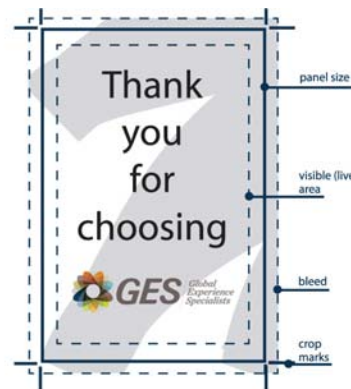
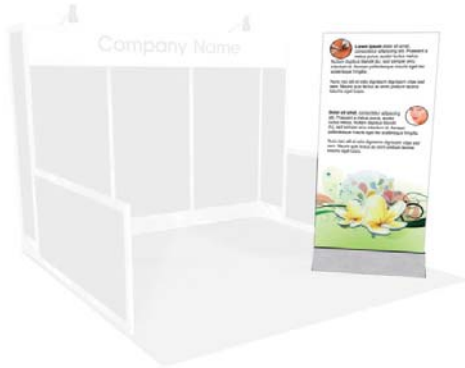


figure a.

# Standard Graphics

## 38" Ad Board

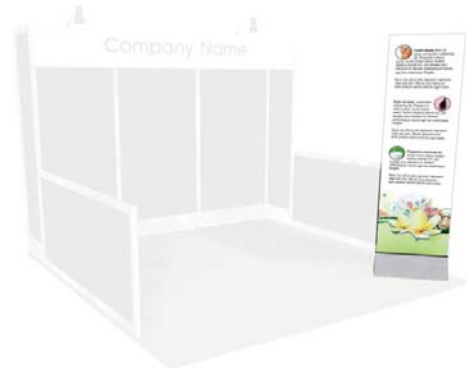


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

# Graphics and Signage Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name Email Phone Number Booth Number

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011600463/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600393	1 Meter Overlay, 39 3/16" wide x 96" tall	317.00	475.75		8.25	\$
600394	1 Meter Raised Overlay, 39 3/16" wide x 90 7/8" tall	301.50	451.25		8.25	\$
668789	Half Insert Panel, 18 7/16"W x 91 1/2"H, Visual Opening, 17 1/4"W x 90 3/4"	0.00	78.00		8.25	\$
600680	1M Fabric Banner – 38-3/8" x 92-3/4" (97.472cm x 235.585cm)	520.25	676.25		8.25	\$
600390	1Meter Raised Insert, 38 1/8" wide x 86 1/4" tall	259.75	390.00		8.25	\$
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	251.25	376.75		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	194.75	292.25		8.25	\$
600681	2M Fabric Banner – 77" x 92-3/4" (195.58cm x 235.585cm)	962.25	1,248.50		8.25	\$
600682	3M Fabric Banner – 115-5/8" x 92-3/4" (293.687cm x 235.585cm)	1,404.50	1,820.75		8.25	\$
600686	4M Fabric Banner – 154-3/8" x 92-3/4" (392.112cm x 235.585cm)	1,876.25	2,438.75		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	205.75	308.50		8.25	\$
608128	Full Insert Panel, 37 1/4"W x 91 1/2"H, Visual Opening, 36 3/4"W x 91" *	270.50	406.00		8.25	\$
600392	Door Header Insert, 38 1/8" wide x 12" tall	39.00	58.75		8.25	\$
600396	Door Header Overlay, 39 3/16" wide x 16" tall	53.00	79.50		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	370.00	555.50		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	228.50	343.00		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	485.00	727.50		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	342.00	513.00		8.25	\$
600388	Full Overlay Panel, 38 5/8"W x 93"H *	270.50	406.00		8.25	\$
600389	Panel, 38 1/8" wide x 91 3/8" tall	270.50	406.00		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	22.35	33.75		8.25	\$
600391	Storage Door Insert, 31 15/16" wide x 68 1/8" tall	184.00	276.00		8.25	\$
600395	Storage Door Overlay, 31" wide x 67 1/4" tall	175.25	263.00		8.25	\$

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# Graphics and Signage Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please  
Sign**

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$ \_\_\_\_\_

# Column Wrapping Rules and Regulations

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 9 - 11, 2017

## For Exhibitors with Columns Located within Their Contracted Booth Space

Every column has a fire strobe on each of its 4 sides, located 12' up. Strobes are 6.5" high, 5" wide and 1.16" deep. Strobes must remain visible throughout the exhibit hall at all times. Signage that blocks the sightlines to the strobes is not allowed under any circumstances.

Many columns have a fire hose cabinet and/or fire extinguisher cabinet which must remain accessible at all times. If you are planning a covering for a column you must provide access to the fire equipment (see below criteria).

ALL material used must be made of flame retardant material.

## For Exhibitors with Columns Located Outside of Their Contracted Booth Space

Exhibitor must have Show Management's approval to wrap the column outside of their booth. Please contact your sales representative for more information.

## Columns with Fire Extinguisher Cabinets (FECs) Wrapping Criteria

### Hard Structure/Walling/Drape

- Must have a door that provides direct access to the fire extinguisher. The front of the door cannot be blocked by any other object/structure and must maintain at least a 36" of clearance around all fire equipment per Clark County Fire Department. In addition, if the fire extinguisher is not visible behind the door, exhibitor must provide signage indicating that fire equipment is located behind the hard wall.
- Exhibitors may choose to provide their own fire extinguisher instead of a door so long as the fire extinguisher is accessible in the same location and that signage clearly indicates that fire equipment is located behind. Fire extinguisher must be a standard up to date extinguisher (may not use your kitchen extinguisher). Please contact GES with extinguisher specifics.
- We recommend renting one from GES at the service desk onsite. Contact GES at 800-475-2098
- Electrical feeds must also be accessible. No signage is required for electrical feeds.

#### Electrical feed box sizes:

100 amp distribution panel  
13"d x 13"w x 4"h

- The hard structure/wall/drape may go directly around the base of the column so long as fire equipment and electrical feeds are accessible as described above.

## Columns with Fire Hose Cabinets (FHCs)

Fire House Cabinets (FHCs) must be visible at all times, any sort of obstruction is prohibited. You must maintain at least a 36" of access around all fire equipment per CCFD.

**NOTE: The portion of the column above the fire equipment base is treated with a spray-on fire coating which tends to flake when hanging signs/banners. Additional cleaning services may be recommended.**

## Need to know what type of column you have within your booth space?

Contact your sales representative

## Need help wrapping a column?

GES is available for hire to professionally wrap and utilize your column's vertical space as a promotional tool. Contact GES at 800-475-2098

# Column Wraps Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Listed price is inclusive of labor to install and dismantle.
- The column wrap is only available for the columns inside the exhibitor booth space. Please contact Show Management for the columns outside of your booth space.
- The column size varies per the booth location. Please contact GES for the detail sizes for your booth.
- When the column has a fire equipment built in, GES will modify the column wrap to adhere to the fire & building regulations.
- Order must contain ALL of the following items to be considered complete: Completed Order Form, Method of Payment, Artwork File (if applicable), Layout or Diagram for Placement (if applicable)
- Discount Price applies if ordered by: June 14, 2017  
Regular Price applies after: Jun 14, 2017



Column Wrap, Foamcore (6' or 8' high)



Column Wrap, Fabric Panel (8' high)



Column Wrap, Fabric Panel with Custom Graphics (8' high)



Column Wrap, GEM Frame with Overlay Graphics

## Order Column Wraps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
309060	Column Wrap, 6' High, Foamcore	<b>771.00</b>	1,156.75		\$
309062	Column Wrap, 8' High, Fabric Panel	<b>964.00</b>	1,445.25		\$
309063	Column Wrap, 8' High, Fabric Panel with Graphics	<b>1,591.25</b>	2,386.75		\$
309064	Column Wrap, 8' High, GEM Frame with Overlay Graphics	<b>863.00</b>	1,294.50		\$

## Information for Columns with Graphics

- GES must receive artwork by: June 14, 2017.
- Refer to the Digital File Preparation Form submission requirements of your art to GES.
- If using a solid color wall must provide PMS color. When using fabric, the PMS color may not match exactly.
- Artwork must be accompanied by a pdf depicting the complete print image to ensure GES has all graphic elements.
- Artwork must be created at actual size 100% and have all included fonts outlined or rasterized.
- Artwork provided that is not saved as 1:1 and in High Resolution will be produced "as is."
- 4.5" pole pockets on top and bottom will be required for the fabric graphic column wrap for the installation.
- Order **upload artwork files** directly online, click here: <https://e.ges.com/011600463/wrap/esm>



# Booth Furnishings Order Form

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

Company Name

Email

Phone Number

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please  
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment  
Enclosed**

\$

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# Material Handling/Drayage 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  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/011600463/logistics\\_Quote](https://e.ges.com/011600463/logistics_Quote)



## Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, rekrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicercenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicercenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

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## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

## Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.



Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



10% off material handling



GES on-site support professionals



24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>



Consolidated show invoice



Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: [https://e.ges.com/011600463/logistics\\_quote](https://e.ges.com/011600463/logistics_quote)

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

# Material Handling/Drayage Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

**Crated**  
Rate \$98.50 cwt

#### Advance Shipments to Warehouse Dates:

**Wed, May 31, 2017:** Advance shipments may begin arriving at warehouse.

**Fri, Jun 30, 2017:** Last day for shipments to arrive at warehouse.

### Direct Shipment to Show Site (200 lbs. minimum per shipment)

**Crated**  
Rate \$94.50 cwt

#### Direct Shipments to Show site Dates:

**Wed, Jul 5, 2017:** Direct shipments may begin arriving at exhibit site after 1:00 PM.

**Sat, Jul 8, 2017:** Last day for shipments to arrive at exhibit site by 5:00 PM.

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$54.00. Each additional package will be charged \$11.50.

## Step 2. Estimate Order

### Small Packages

\_\_\_ 1 \_\_\_ 1st Small Package Shipment x \$54.00 = \_\_\_\_\_ Total

\_\_\_ # of additional packages (each) x \$11.50 = \_\_\_\_\_ Total

CWT

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Form Continues on Next Page



# Material Handling/Drayage Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$7.90 per cwt will apply before published timeline.

### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

CWT

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Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

011600463

BOOTH NUMBER

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118 USA**

***Shipment Should Arrive on or Between:***  
***Wednesday, May 31, 2017 - Friday, June 30, 2017***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

011600463

BOOTH NUMBER

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118 USA**

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**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

011600463

BOOTH NUMBER

**C/O GES**  
**Mandalay Bay Convention Center**  
**3950 S. Las Vegas Blvd.**  
**Las Vegas, NV 89119 USA**

**Shipment Should Arrive on or Between:**

**Wednesday, July 5, 2017 after 1:00 PM - Saturday, July 8, 2017 by 5:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

011600463

BOOTH NUMBER

**C/O GES**  
**Mandalay Bay Convention Center**  
**3950 S. Las Vegas Blvd.**  
**Las Vegas, NV 89119 USA**

**Shipment Should Arrive on or Between:**

**Wednesday, July 5, 2017 after 1:00 PM - Saturday, July 8, 2017 by 5:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible



# Request for Pre-Printed Outbound Material Handling Release/Labels

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by June 14, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/011600463/prePrint/esm>

## Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
3950 S. Las Vegas Blvd.	Las Vegas	NV	89119	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

## Step 2. Tell us the location where freight should be sent

### Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

### Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Review and Return:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520



# Warehouse Storage - Before and After Show

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 9 - 11, 2017

Company Name	Email	Phone Number	Booth Number
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## Full Service Advantages Before and After Shows:

GES has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

## Special Show to Show Storage Rates: Applies to local GES Shows in the Las Vegas area.

Storage, Special Rate as contracted (includes Transportation back to the local GES Facility and handling fees.)	(1000 lb. minimum)	\$79.50 cwt.
Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$7.90 cwt.

## Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$20.50 cwt.
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## Additional Warehouse Handling:

Additional Warehouse Handling Fee (for multiple in and out moves)	(1000 lb. minimum)	\$9.70 cwt.
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GES has warehouse facilities and services in many cities throughout the country. Please contact Sandra Gonzalez: 702.515.5751.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

## Contact us for Service Information



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

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# Freight Service Questionnaire

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/011600463/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

6. What is the minimum number of days to set your display?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_

\_\_\_\_\_

**Review and Return:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520



# Marshaling Yard and Direct Deliveries 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  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## Tips For New Exhibitors



Tips

**What is a marshaling yard?** The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

**Why is a marshaling yard used?** Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

## Savings



Save

- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

## Marshaling Yard Site Address:

2982 West Post Road  
Las Vegas, NV 89119  
USA

## Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Mandalay Bay Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Mandalay Bay Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

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

011600463  
060717  
R-9 010917

# Show Site Storage Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	51.75		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	82.00	103.00	123.25			\$
705044	Storage, OT	143.00	178.50	214.25			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600463/labor/esm>

## Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

R-11/R-12 050917 060717 011600463

Form Continues on Next Page



# Show Site Storage Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	152.25	190.50	228.25			\$
705200	5,000#, OT	212.25	265.50	318.75			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600463/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

R-11/R-12 050917 060717 011600463

# Cartload Service Order Form

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

## Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

## Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicercenter.

## Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time , Dock to Booth	67.25	1	\$
200506	Cartload Service, Straight Time , Booth to Dock	67.25	1	\$
200506	Cartload Service, Over Time, Dock to Booth	67.25	1	\$
200506	Cartload Service, Over Time, Booth to Dock	67.25	1	\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

011600463  
060717

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# Vehicle Placement Order Form

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

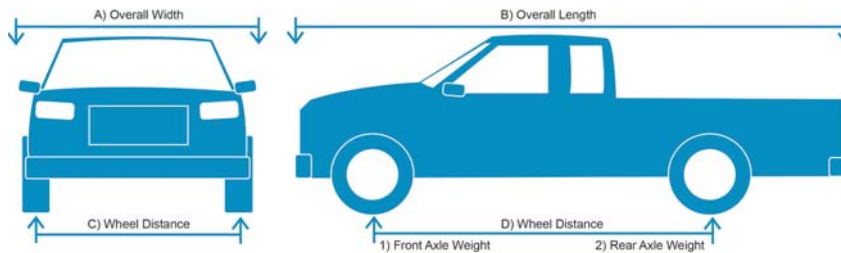
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



## Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

## Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on \_\_\_\_\_, 20\_\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_ AM/PM to assist in the movement of the vehicle.

\* Please attach separate sheet for more than 3 vehicles.

## Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	193.50		\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$



# Installation and Dismantling Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	82.00	103.00	123.25			\$
705000	Install & Dismantle, ST Move Out	82.00	103.00	123.25			\$
705000	Install & Dismantle, OT Move In	143.00	178.50	214.25			\$
705000	Install & Dismantle, OT Move Out	143.00	178.50	214.25			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600463/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 25% ( \$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form,  
click here: <https://e.ges.com/011600463/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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Form Continues on Next Page



# Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

## Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up      ☐ Two Story      ☐ Custom  
☐ Other: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

## Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

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# Forklift Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Please see Labor Information form for additional requirements regarding labor.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight Time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	152.25	190.50	228.25			\$
705200	5,000#, ST Move Out	152.25	190.50	228.25			\$
705200	5,000#, OT Move In	212.25	265.50	318.75			\$
705200	5,000#, OT Move Out	212.25	265.50	318.75			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	82.00	103.00	123.25			\$
705030	Freight, ST Move Out	82.00	103.00	123.25			\$
705030	Freight, OT Move In	143.00	178.50	214.25			\$
705030	Freight, OT Move Out	143.00	178.50	214.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600463/labor/esm>

## Step 2. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Reerating  
☐ Reskidding

Additional labor will be assigned if necessary.

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# Forklift Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

# Hanging Sign Labor 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  
Mandalay Bay Convention Center  
July 9 - 11, 2017

Please complete and return the Hanging Sign Labor Order Form by June 14, 2017.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

## Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs. please contact GES at [lvrigging@ges.com](mailto:lvrigging@ges.com).

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.
- Signs weighing over 200 lbs. will require at least one motorized hoist installed by Mandalay Bay Convention Center. If your hanging sign is electrical or has a rotator it will also need to be hung by the Mandalay Bay Convention Center.

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# Hanging Sign Labor Order Form

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 9 - 11, 2017

Discount Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- GES is responsible for assembly, installation, and removal of all hanging signs/trusses that do not have electrical or lighting elements.
- A crew will be assigned consisting of a lift with two riggers for aerial work.  
**Note: Signs weighing over 200 lbs. will require at least one motorized hoist installed by Mandalay Bay Convention Center.**
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Signs weighing over 200 lbs. will require at least one motorized hoist installed by Mandalay Bay Convention Center. If your hanging sign is electrical or has a rotator it will also need to be hung by the Mandalay Bay Convention Center.

## Step 1. Order Labor

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift w/ Crew, ST Move In	573.00	691.00	829.50			\$
705300	High Lift w/ Crew, ST Move Out	573.00	691.00	829.50			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	82.00	103.00	123.25			\$
705020	Sign Assembly, OT Move In Only	143.00	178.50	214.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011600463/labor/esm>



### Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by June 14, 2017. The hanging sign must also arrive at the warehouse by June 14, 2017 to receive the Discount Price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by June 14, 2017. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

H-2 060117 060717 011600463

Form Continues on Next Page





# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems ☐ Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

(Not provided by GES. These services must be ordered through the electrical service provider)

Is your sign electrical?

- ☐ Yes ☐ No

### Shape of Sign

- ☐ Square ☐ Rectangle  
☐ Triangle ☐ Circle  
☐ Serpentine ☐ Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_

Weight at each pick point \_\_\_\_\_

Have you submitted your structurally engineered rigging points? \_\_\_\_\_

Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

(Not provided by GES. These services must be ordered through the facility)

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

### Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, what date would you like the sign to be hung?  
\_\_\_\_\_

Please provide GES with a contact name and number to discuss \_\_\_\_\_  
\_\_\_\_\_

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

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# Hanging Sign Labor Order Form

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

Discount Deadline Date:  
June 14, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

## Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment  
Enclosed

\$

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# Booth Layout - Hanging Signs

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 9 - 11, 2017

Form Deadline Date:  
June 14, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

060717 011600463

H-3 102615



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

0110600463

Booth Number

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118 USA**

***Shipment Should Arrive on or Between:***

***Wednesday, May 31, 2017 - Wednesday, June 14, 2017***

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**Cosmoprof North America**

Name of Exhibition

0110600463

Booth Number

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118 USA**

***Shipment Should Arrive on or Between:***

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Notice of Intent to Use EAC and Policies and Procedures

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 9 - 11, 2017

Form Deadline Date:  
June 5, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



## Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) Fax: (area code )

Description of proposed service for Exhibitor: \_\_\_\_\_

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please  
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

**Review and Return** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



# Agreement and Rules and Regulations between GES and EAC

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 9 - 11, 2017

Form Deadline Date:  
June 5, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



## Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
10. During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Cosmoprof North America (Show Management), Cosmoprof North America (Show) and Mandalay Bay Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
14. EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



# Agreement and Rules and Regulations between GES and EAC

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 9 - 11, 2017

Form Deadline Date:  
June 5, 2017

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

Please  
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

## Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature


Authorized Name - Please Print

Date

L-3/L-4 101216 060717 011600463





<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/17	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>				
<b>INSURED</b> 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> <b>INSURER E:</b>				
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>						
	MED EXP (Any one person) <b>\$ 5,000</b>						
	PERSONAL & ADV INJURY <b>\$1,000,000</b>						
	GENERAL AGGREGATE <b>\$2,000,000</b>						
PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>							
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/17</b>	<b>01/01/18</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	(Ea accident)						
	BODILY INJURY <b>\$</b>						
	(Per person)						
	BODILY INJURY <b>\$</b>						
(Per accident)							
PROPERTY DAMAGE <b>\$</b>							
(Per accident)							
AUTO ONLY-EA ACCIDENT							
OTHER THAN <b>\$</b>							
AUTO ONLY: <b>\$</b>							
<b>A</b>	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	AGGREGATE <b>\$1,000,000</b>						
	<b>\$</b>						
	<b>\$</b>						
	<b>\$</b>						
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT <b>\$1,000,000</b>						
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>						
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>						
<b>D</b>	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), Cosmoprof North America (Show Management), Mandalay Bay Convention Center (Facility), and Cosmoprof North America (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: July 9 - 11, 2017 at city of Las Vegas.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 7000 Lindell Road Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			AUTHORIZED REPRESENTATIVE 		
							10.

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Cosmoprof North America (Show Management), Cosmoprof North America (Show) and Mandalay Bay Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

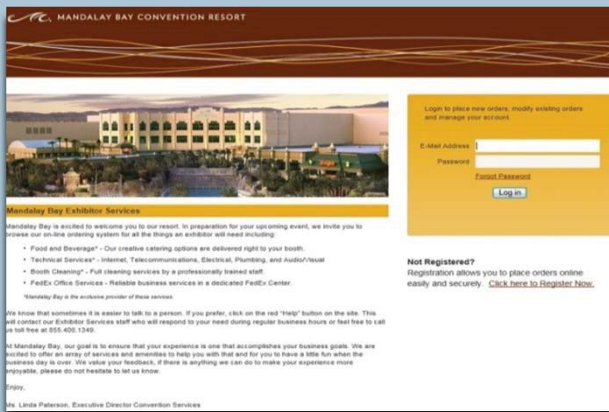


Mandalay Bay Exhibitor Services  
Welcomes

# Cosmoprof North America 2017

## Order Online!

Take advantage of discounted pricing until June 18th!



System offers easy ordering of:

Electrical  
Booth Cleaning  
Food and Beverage  
Internet and Telecommunications  
Audio Visual, Rigging & Truss  
Security  
Floral

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and assistance from one of our representatives is just a click away!

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Order online today at [mandalaybayexhibitorservices.com](http://mandalaybayexhibitorservices.com)

# Lead Management Order Form

**COSMOPROF North America** July 9 - 11, 2017 • Las Vegas, Nevada

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 5/11/17	from 5/12/17 to 5/26/17	after 5/26/17	number of units	sub total	TOTAL
<b>SWAP® "3 Pack"</b> One license and three activations.	\$499	\$499	\$499		\$	
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event.					SWAP Total	\$
<b>Optium™ RT2000</b> Includes Optional Custom Survey	\$470	\$545	\$575		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$	
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$	
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$	
<b>See page 2 for system descriptions and requirements.</b>					Sub-Total	\$
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					Processing Fee *	\$ 9.99
					(Applicable to phone or faxed orders)	
					8.15% Sales Tax	\$
					<b>Total</b>	\$

**Order Confirmation**  
will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

\* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)  
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

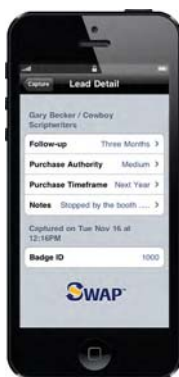
## For Assistance Contact:

Marie Zinnert

P: 888.270.8467

E: [marie.zinnert@experient-inc.com](mailto:marie.zinnert@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up



### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



July 9-11, 2017  
Mandalay Bay  
Convention Center  
Las Vegas

## SHOWPLANTS

Trade Shows & Conventions  
Serving Major Cities  
for color photos @www.Showplants.com

FLOWERING PLANTS				Cost Each	Quantity	Total
MUMS	Yellow	White	Lavender	\$20.00		
AZALEAS	Red	Pink	White	\$35.00		
BROMELIADS	Red	Pink	Orange	\$35.00		
GREEN PLANTS AND TREES						
Ferns	Ivy	Pothos	Small (8 inch spread)	\$22.00		
Ferns	Ivy	Pothos	Large (18 inch spread)	\$35.00		
2-3 ft. Green Plant - Palm - Arbuticola - Spath (circle preference)				\$38.00		
4-ft. Green Plant/Tree - Marginata - Ficus - Palm (circle preference)				\$48.00		
5-ft. Green Plant/Tree - Marginata - Ficus - Palm (circle preference)				\$58.00		
6-ft. Green Plant/Tree - Marginata - Ficus - Palm (circle preference)				\$68.00		
6-ft. Green Tree - planted with mums & fern in base				\$135.00		
* CONTAINER SELECTION *						
White Black Baskets				No Charge		
FRESH FLORAL ARRANGEMENTS						
Specify style/ color: "F" fall, "P" pastels, "B" bright						
Style # A1 (12"x12") A2 (18" Tall) A3 (18"x24"-one sided)				\$65.00		
Style # B1 (12"x15") B2 (12"x24") B3 (Topical 30"x15")				\$75.00		
Style # C1 (38" Tall) C2 (All white-36"x18") C3 (15"x24" Tropical)				\$95.00		
Style # D1 D2 D3 D4 D5 D6						
* Visit www.showplants for floral prices on Styles 'C' & 'D'						
<b>Note: We deliver green plants/trees and color plants 1-2 days before show opening.</b> <b>All floral arrangements are delivered last.</b>				<b>Sub Total:</b> <b>Add 8.1% Sales Tax:</b> <b>Grand Total:</b>		
<b>BOOTH:</b> _____ <b>Location/Area:</b> _____ <b>Show Date:</b> _____ <b>Company:</b> _____ <b>Phone:</b> _____ <b>Email:</b> _____ <b>Fax:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Show Representative:</b> _____				<b>RENTAL POLICY</b> All materials & plants available on a rental basis only.* Items missing from booth upon dismantling is the responsibility of the exhibitor and an additional charge will be applied. *All prices included: delivery, installation, servicing and removal at end of show.  <b>PAYMENT POLICY</b> *All orders must be paid in full prior to or before close of show.*Adjustments cannot be made after the close of the show.  <b>REFUND POLICY</b> Full refund will be made on all cancellations up to 14 days prior to show opening. A 50% refund will be made on all cancellations within 14 days before show opening. No refunds will be made on cancellations within 7 days of show opening.		
PAYMENT ENCLOSED: CHECK _____ PO# _____ VISA _____ M/C _____ AMX _____ DISCOVER _____  CREDIT CARD NO. _____ - _____ - _____ EXP.DATE: _____ ID CODE: _____  NAME AS IT APPEARS ON CARD (Please Print & Sign) _____						
<b>"Official Vendor of COSMOPROF North America Las Vegas"</b> 2329 Ozark Plateau Dr., Henderson, NV 89044 Phone: 702-740-4704 Fax: 702-740-4705 E-Mail: showplants@cox.net				Mail, E-Mail or Fax: <b>SHOWPLANTS</b>		



# Greenery

Showplants offers a wide variety of greenery ranging in size to meet every need.



From left to right: Rubber Tree, Spath, Arboricola, Fern, Janet Craig, Silver Queen, Marginata. Available in heights from 2' to 3'.



From left to right: Marginata, Ficus, Majestic Palm. Available in sizes 3' to 6'.

# Floral



A-1



B-1



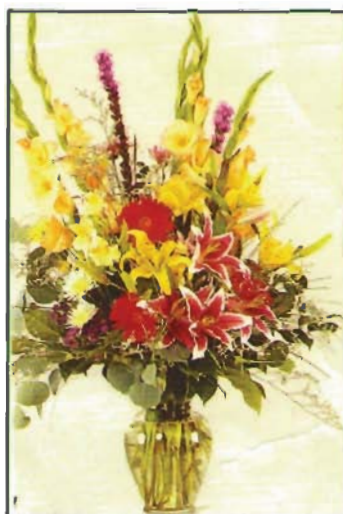
B-2



A-2



B-3



C-1



C-3



C-2

For additional floral visit our website.

The perfect way to enhance your displays and dress up bare areas. Beautiful garden effects can also be achieved when grouped with ferns and greenery.

# Color



Colorful Mum plants are excellent for adding color. Each plant averages 12" high, and 8" to 12" wide. Available in white, yellow, lavender and bronze.



Azaleas add a touch of class and elegance. Each plant stands 10" to 12" high and 8" to 12" wide. Azaleas are available in red, pink or white.



Bromeliads provide that perfect exotic effect. Each plant averages 12" in height and comes in a 6" container. A pink flower is most common, however, orange, yellow and red are also available.



# ▶ tradeshowtemps

Hiring TST to staff your booth is like having a representative from your company

Call 888.748.3677  
for a quote today

## ▶ BOOTH MODEL

TST hires models who are not only attractive, but professional as well.



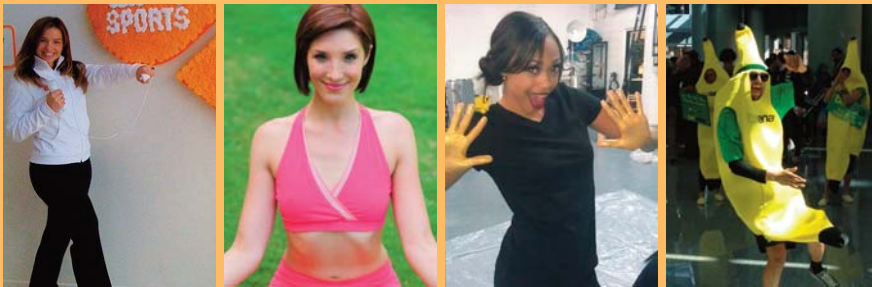
## ▶ BOOTH TRANSLATOR

Over 18 languages spoken at TST.



## ▶ COSTUMED BOOTH STAFF

Specialty talent who are comfortable being somebody else for the day.



## ▶ BOOTH ASSISTANTS

Customer service with a smile.



## ▶ BOOTH ORDER WRITING STAFF

TST hires booth staff who are able to work in your booth independently, attract leads and write orders.



## ▶ DEMONSTRATORS & NARRATORS



CALL OR EMAIL US TO PLACE YOUR ORDER  
FOR BOOTH STAFF TODAY

[www.TradeShowTemps.net](http://www.TradeShowTemps.net)  
[info@tradeshowtemps.net](mailto:info@tradeshowtemps.net)  
Call: 888-74-TEMPS

Our staffing is temporary.  
Our dedication is permanent!





# BOOTH SECURITY ORDER FORM



Please direct inquiries and orders regarding this service to:

**SHOW-TIME SERVICES**  
8332 Lambert Drive  
Huntington Beach, CA 92647  
TEL +1. 714. 397. 3871  
Email: [Larry@show-timeservices.com](mailto:Larry@show-timeservices.com)

## COMPANY INFORMATION:

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
On Site Contact (Name and Cell #) \_\_\_\_\_

## RATES:

### Unarmed Officers:

**\$32 per hour;** applied to all orders *received by June 23, 2017*

**\$35 per hour;** applied to all orders *received after June 26, 2017 and through June 30, 2017*

**\$45 per hour;** applied to all orders *received after July 1, 2017*

## COVERAGE REQUESTED: (Please indicate DAYS, DATES and TIMES of coverage)

Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____
Day/Date: _____	Start: _____	Day/Date: _____	End: _____	Total hours: _____

Total Hours: \_\_\_\_\_

Applied Rate: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Add 5% Service Charge for Credit Card Orders: \$ \_\_\_\_\_

**Total Paid With Order: \$ \_\_\_\_\_**

**PAYMENT METHOD:****FULL PAYMENT MUST BE RECEIVED PRIOR TO ACCEPTANCE OF ORDER****Choose Payment Option:**☐ Check☐ VISA☐ MC☐ Amex**If paying by credit card please check:**☐ Company Card☐ Personal Card

Card Holder Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

I authorize SHOW-TIME SERVICES to charge my credit card account for the amount stated on Page 1.

**Note:**

Should the actual cost exceeds the estimated amount; Please indicate whether you would like Show-Time Services to charge the amount due at the end of the event to the same card:

☐ Yes☐ No**INVOICING INFORMATION:**

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name: \_\_\_\_\_

☐ E-Mail: \_\_\_\_\_☐ Phone: \_\_\_\_\_☐ Fax: \_\_\_\_\_**TERMS AND CONDITIONS:**

- Full payment must be received prior to processing any booth order.
- Show-Time Services recognizes a four-hour minimum shift for all unarmed officers, and a six hour minimum for all police officers.
- All orders received on site will be handled on a case by case basis depending on officer availability
- Client shall protect, indemnify, and hold harmless Show-Time Services and its officers, agents, employees, and subcontractors from and against any and all loss to property and/or personal injuries, not due to the negligence of Show-Time Services, or its subcontractors, agents, servants, or employees. It is expressly understood and agreed that under no circumstances will Show-Time Services be responsible for the theft or other loss of Client's property not directly attributable to theft or loss by Show-Time Services, its agents, servants, or subcontractors.
- Show-Time Services shall not be liable for any damages sustained from delay or non-performance due to events beyond the reasonable control of the parties including without limitation, acts of God, disaster, government regulation, terrorist actions, strikes or other labor disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities, government acts.

**OFFICE USE ONLY:**

Order Received on: \_\_\_\_\_

Client Confirmed on: \_\_\_\_\_

CC Original Charge

Charged on: \_\_\_\_\_

Approval code: \_\_\_\_\_

CC Final Charge

Charged on: \_\_\_\_\_

Approval code: \_\_\_\_\_

Check Process

Deposited on: \_\_\_\_\_

Check Number: \_\_\_\_\_

Order submitted to Manager on: \_\_\_\_\_

Manager Name: \_\_\_\_\_

**Show-Time Services thanks you for your business**

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9) - Includes Speakers	\$1,895.00	
	80" LED Display (16:9) - Includes Speakers	\$1,395.00	
	65" LED Display (16:9) - Includes Speakers	\$995.00	
	55" LED Display (16:9) - Includes Speakers	\$675.00	
	46" LED Display (16:9) - Includes Speakers	\$545.00	
	40" LED Display (16:9) - Includes Speakers	\$425.00	
	32" LED Display (16:9) - Includes Speakers	\$285.00	
	72" Dual Post Floor Stand for 32" and Larger being used with SSR Display	\$85.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold DVD, Laptop etc.	\$30.00	

QTY	TOUCH SCREEN LED DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$1,890.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,320.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,090.00	
	42" LED Touch Screen	\$795.00	
	40" LED Touch Screen Overlay w/ monitor	\$920.00	
	32" LED Touch Screen Overlay w/ monitor	\$580.00	

QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$170.00	
	24" LCD Widescreen Display (16:9)	\$90.00	
	20" LCD Display (4:3)	\$35.00	
	19" LCD Display (4:3)	\$25.00	
	Apple 23" Cinema Display	\$150.00	
	Wall Mount Bracket for 19-27" LCDs	\$25.00	
	72" Single Post Floor Stand for 19-27" LCD being used with SSR Display	\$85.00	

QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$235.00	

QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Desktop: Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$125.00	
	Desktop: i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$150.00	
	Laptop: HP Probook 6570b i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$135.00	
	Laptop: i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7	\$190.00	

QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" iMAC Intel i5 2.7ghz 4GB 500GB	\$200.00	
	Apple 30" LED Cinema Display	\$335.00	
	Apple 27" iMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$295.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$120.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$225.00	

<b>EQUIPMENT SUB TOTAL</b>			
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Show Code: COSM0717



**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	LED Wall Tiles	Call For Quote	
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$995.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$1,595.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$4,125.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$9,100.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$6,525.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$14,500.00	

QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$85.00	
	Apple iPad 5 Air wifi 16GB	\$105.00	
	Apple iPad Lilitab Floor Stand	\$190.00	
	Apple iPad Locking Table Top Stand	\$75.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$150.00	

QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	3000 Lumen Projector	\$305.00	
	5000 Lumen Projector	\$850.00	
	8' x 8' Tripod Projection Screen	\$125.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$155.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$300.00	

QTY	INTERACTIVE KIOSK	PRICE	TOTAL
	Podium 21.5" Kiosk	\$595.00	
	Custom Branding	Call for Price	

QTY	CHARGING STATION	PRICE	TOTAL
	Hightop Charging Station Table	\$795.00	
	SmartStation Classic	\$995.00	
	Secure Lockable Charging Station 19"	\$995.00	
	Custom Branding	Call for Price	

QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$155.00	
	HP Color Laser Printer	\$275.00	
	45 PPM Black & White Copier	\$595.00	
	30 PPM Color Copier	\$695.00	

**EQUIPMENT SUB TOTAL**

Show Code: COSM0717

IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171

 FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT [EXHIBITORSales@SMARTSOURCERENTALS.COM](mailto:EXHIBITORSales@SMARTSOURCERENTALS.COM)


<p><b>UNION &amp; MATERIAL HANDLING FEES:</b> All MATERIAL HANDLING &amp; UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DAMAGE WAIVER/LOSS COVERAGE:</b> Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p><b>DELIVERY/PICKUP:</b> A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p><b>PAYMENT:</b> SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p><b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p><b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p><b>RESPONSIBILITY:</b> Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<b>EQUIPMENT SUB TOTAL FROM PAGE 1</b>	
	<input type="checkbox"/> <b>BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER &amp; LOSS COVERAGE.</b>	
	<b>DELIVERY/SET UP &amp; PICK UP 28% OF EQUIPMENT TOTAL (Minimum \$175)</b>	
	<b>SUB TOTAL</b>	
	<b>SALES TAX</b> <i>Subject To Change</i>	<b>8.25%</b>
	<b>SALES TAX TOTAL</b>	
	<b>TOTAL*</b>	
<b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b>		

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Show Name	<b>COSMOPROF 2017</b>	Company Name	
Exhibiting Company Name		Billing Address	
Booth # & Hall/Room Name		City	State ZIP
Show Site Contact		Credit Card Number	Exp. Date
Show Site Contact Cell Phone #		Authorized Signature	Security Code
Setup Date & Time (2 hr Window Required)		Print Name	
Pick-up Date & Time (2 hr Window Required)		Email Address	
Ordered By		Phone #	Email

**ORDER COMMENTS / INSTRUCTIONS**


[Click Here To Order Online](#)

**OR EMAIL ORDER FORM TO:  
EXHIBITORSALES@SMARTSOURCERENTALS.COM**

Show Code: COSM0717





# COSMOPROF

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NORTH AMERICA LAS VEGAS

## 2017 ADVERTISING AND PROMOTIONAL OPPORTUNITIES

**JULY 2017**  
**9<sup>TH</sup> - 11<sup>TH</sup>**  
LAS VEGAS

MANDALAY BAY  
CONVENTION CENTER  
[www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)

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 **Bologna**  
**Fiere**



# INDEX

## A. FREE OPPORTUNITIES

### ***PRE-SHOW OFFERS***

1. PREFERRED RATE E-CARD PROGRAM AND REFERRAL
2. VIP BUYER PASSES
3. PUBLIC RELATIONS VISIBILITY
4. DIRECTORY LISTING
5. ONLINE EXHIBITOR LISTING
6. 1 TO 1 BEAUTY MATCHMAKING
7. SEE IT @ CPNA
8. SOCIAL MEDIA EXPOSURE

### ***ONSITE SPECIAL PROGRAMS***

9. BEAUT-E ZONE
10. CPNA BEAUT-E REVIEWS
11. INTERNATIONAL BUYER PROGRAM
12. DOMESTIC BUYER PROGRAM

## B. PAID OPPORTUNITIES

### ***ONLINE***

1. DEDICATED EMAIL BLAST
2. CPNA E-NEWSLETTER SPOTLIGHT
3. ROATING BANNER AD
4. ONLINE FLOORPLAN: SPOTLIGHT BANNER AD
5. ONLINE FLOORPLAN: LOGO BRANDING
6. VIDEO UPLOADS
7. FEATHR SPONSORED RETARGETING PACKAGES

### ***ONSITE***

8. SHOW DIRECTORY ADVERTISING
9. BAG INSERTS
10. SPONSORED BADGE LANYARDS
11. MEDIA DAY
12. GLAMOUR ME
13. BOUTIQUE: CUSTOMIZED SAMPLING ONSITE
14. FREESTANDING SIGNAGE & SITUATION MAPS
15. HOTEL TV ADS
16. HOTEL ROOMS DROPS
17. TAILOR-MADE SPONSORSHIPS

## C. ORDER FORMS AND PRICING

## A. FREE OPPORTUNITIES

### PRE-SHOW OFFERS

#### A1. PREFERRED RATE E-CARD PROGRAM

Invite key clients to see you at the CPNA 2017 event and offer them discounted passes! The Preferred Rate E-Card program grants each exhibitor the ability to offer their best customers a **50% discount on regular priced CPNA tickets via e-mail**. There is no cost to the exhibitor. When registering booth staff, confirmed exhibitors can download a form letter that they can send to their customers with instructions on how to register for a half-price ticket entrance! Be sure to promote these codes to get more visits at the show!

#### A2. VIP BUYER PASSES

Exhibitors may offer **free admission to (5) five qualified VIP guests**. (See Show Rules & Regulations for entrance qualifications). Fill out the online form when you register your booth staff and each VIP will receive an invitation letter, via email, indicating that your company has generously offered them complimentary admission to Cosmoprof North America 2017. For each VIP, you must provide a name, company name, and email address.

There is no cost to the exhibitor (standard pricing of three-day admission is \$160). Limit five (5) VIP Guests per signed exhibitor contract, not per booth.

**DEADLINE:** Upon opening of exhibitor registration to show end

## SAVING OFFER

Get 50% Off Show Tickets - Courtesy of Our Company  
Enter the Code Below Along With Our Booth Number.

**COSMOPROF**  
NORTH AMERICA LAS VEGAS

**JULY 2017**  
**9TH - 11TH**

CODE: 2017PREFERRED

BOOTH: \_\_\_\_\_



**TO 5 VIP GUESTS!**

## A. FREE OPPORTUNITIES PRE-SHOW OFFERS

### A3. PUBLIC RELATIONS VISIBILITY

1. Tap into our publicity outreach! Fill out the Media Coordination Form [here](#) immediately upon receiving your event confirmation to notify our marketing & PR team of new items launching at the event. This information will allow us to understand and share as appropriate your company news with select media trade outlets as part of our regular PR outreach efforts.
2. Onsite, you may bring your press kit and company information to the press office.
3. Additionally, exhibitors can post their "press releases" online by logging in to the exhibitor portal.

**DEADLINE:** Through May 20, 2017

### A4. DIRECTORY LISTING

The Official Show Directory is offered free of charge to all visitors, exhibitors and members of the media in attendance. Your company listing is free; make sure to update your information in the Exhibitor Log-In Section online so that the information printed is accurate. Please be sure to do this by May 5<sup>th</sup> at the latest!

Upgrade your listing as well by adding highlights, bold characterizations, outlining boxes, etc. to enjoy enhanced visibility during the event.

**DEADLINE** May 5, 2017



**COSMOPROF**  
NORTH AMERICA LAS VEGAS

**A**

DG 9  
808 DUDE  
808dude.com

25121  
ALPS SOUTH ITALY  
alpsitaly.com  
Italy

15120  
AMANDA BLAKLEY SKINCARE  
abskincare.com  
United States

**COSMETICS & PERSONAL CARE  
COMPANY LISTING**

25190  
ASEPTA LABORATORIES  
MONACO H-E-A-T INC  
aseptausa.com  
United States

DC 14  
AVIVIA ROSE  
aviviarose.com  
United States

DG 12  
AVO365  
avo-365.com  
United States

DB 34  
AYRES  
ayresbeauty.com  
United States

**B**

ES INC

BAIR

DS

DG 1  
BALANCED GURU  
balancedguru.com  
United States

25140  
BASS BRUSH COMPANY  
bassbrushes.com  
United States

DB 39  
BAY SOLEIL ADVANCED SUN  
CARE  
baysoleil.com  
United States

**DIRECTORY 2017**

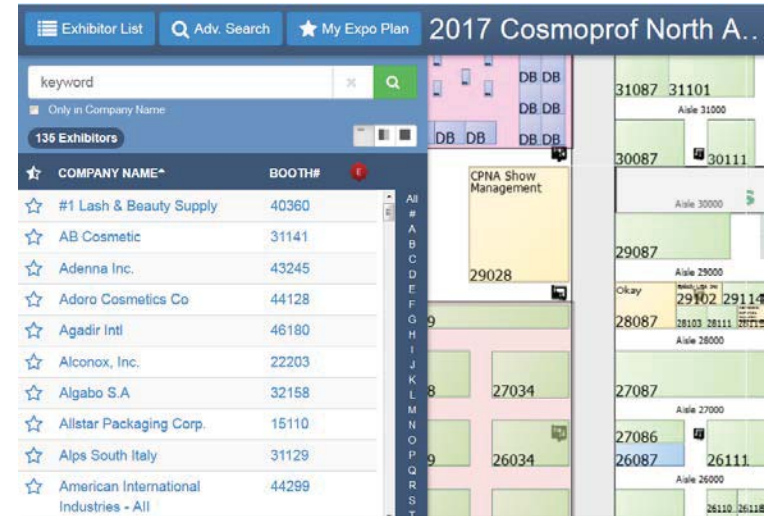
askincare.com

## A. FREE OPPORTUNITIES *PRE-SHOW OFFERS*

### A5. ONLINE EXHIBITOR LISTING

The searchable online directory is free to all Cosmoprof North America website visitors. It allows visitors to search exhibitors according to various criteria before and during the event. Review your company profile to ensure accuracy of company description and product categories.

**DEADLINE: July 11, 2017**



### A6. 1 TO 1 BEAUTY MATCHMAKING

The online portal allows exhibitors to find registered attendees (company name and title) and to request up to 50 meetings for free. Log in as of May 28th and throughout the show days to see the most up-to-date list.

**Effective May 28, 2017**





## A. FREE OPPORTUNITIES *PRE-SHOW OFFERS*

### A7. SEE IT @ CPNA

Enhance your online visibility and increase your event ROI **before the show** by participating in this program. A major beauty content provider will review products exhibiting at CPNA 2017 and will post the product reviews on their platforms as well as on CPNA social outlets. All you need to do is submit two full size products and product info. Earlier participation gives you better exposure.

Contact [cpna@cosmoprofnorthamerica.com](mailto:cpna@cosmoprofnorthamerica.com) for more details and to sign up.

**DEADLINE: April 14, 2017**

### A8. SOCIAL MEDIA EXPOSURE

Tag us and use @cosmoprofna (Instagram) and @cosmoproflv (Twitter) to promote your presence at this year's event and share your handle in the EXHIBITOR LOG IN area so we can find and tag you back. Make sure to check the hashtags #COSMOPROFNA, #COSMOPROFLV, and #COSMOPROF as well.



@cosmoproflv



facebook.com/cosmoprofnorthamerica



@cosmoprofna



"Cosmoprof North America"



youtube.com/user/cosmoprofna

## A. FREE OPPORTUNITIES ONSITE SPECIAL PROGRAMS

### A9. BEAUT-E ZONE

Top US beauty online influencers will be present **onsite** during the event to view submissions from exhibitors for the CPNA Daily Best in Beauty. At the conclusion of each day, these online influencers will select their 'picks' for CPNA Daily Best in Beauty and post their selections on their respective social platform. The five host names will be unveiled by the end of May!

**ONSITE:** Visit the Beaut-E Zone lounge on Sunday, 7/9 and Monday, 7/10 from 1pm-4pm and on Tuesday, 7/11 from 12pm-2pm



**Beaut-E Zone**  
powered by COSMOPROF

### A10. CPNA BEAUT-E REVIEWS

Get your product featured in Cosmoprof North America's **post show** social media campaign. The industry looks to CPNA to find the newest and best in beauty. Exhibitors can visit the CPNA Beaut-E Reviews section on the show floor (inside the Cosmetics and Personal Care Section) during show hours and present their star product for online viewing. A top online influencer and videographer will capture your sales sizzle and share with the online beauty community, after the conclusion of the event.

**ONSITE:** Limited number of hours July 9-10, 2017



**COSMOPROF**  
NORTH AMERICA LAS VEGAS

**BEAUT-E  
REVIEWS**



## A. FREE OPPORTUNITIES ON-SITE SPECIAL PROGRAMS

### A11. INTERNATIONAL BUYER PROGRAM



Both international and domestic exhibitors can enroll in this program and team up with Cosmoprof North America to actively pursue opportunities to meet pre-qualified buyers from emerging markets. Be sure to **fill out the IBP Questionnaire Form** available on the website.

Domestic exhibitors may also enroll in a similar opportunity organized and carried out by foreign trade specialists from the US Commercial Service. For more details contact [marketing@cosmoprofnorthamerica.com](mailto:marketing@cosmoprofnorthamerica.com).

**DEADLINE: May 26, 2017**



### A12. DOMESTIC BUYER PROGRAM



International exhibitors have the opportunity to connect with domestic distributors and enjoy face-to-face meetings on Saturday, July 8th. To sign up for the program, be sure to fill out the **Domestic Buyer and Exhibitor Questionnaire Form** on the website.

**DEADLINE: May 26, 2017**



## B. PAID OPPORTUNITIES ONLINE

### B1. DEDICATED EMAIL BLAST

Create and submit your own HTML-designed email blast with customized message to be sent out to Cosmoprof North America's database of pre-registered visitors and qualified leads. Each dedicated email blast will be sent to 10,000 contacts.

Email developed and designed by exhibiting company. HTML code and hosted images required. Contact your sales manager to get specific instructions. *Limited availability!*

**Dedicated E-Mail Blast: \$1,500 US**

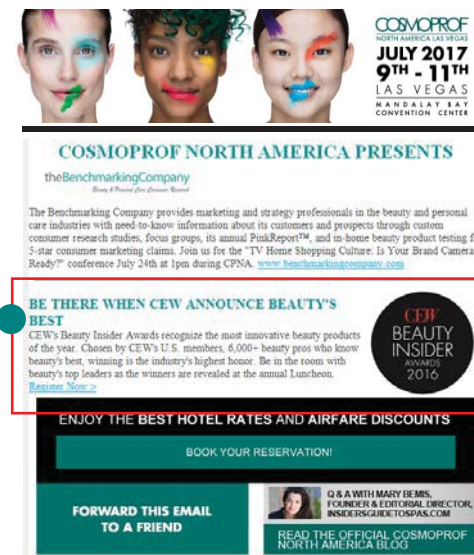
**DEADLINE: May 10 – July 1, 2017**

### B2. CPNA E-NEWSLETTER SPOTLIGHT

The Cosmoprof North America E-Newsletter is sent out on a regular basis to a qualified database of business professionals and pre-registered attendees of up to 20,000 with event updates. Each newsletter spotlights up to four exhibiting companies; if you are interested in being featured you may submit a brief paragraph of 50 words or less, your company's logo and URL plus a JPEG photo of your key item – email all the items requested to [cpna@cosmoprofnorthamerica.com](mailto:cpna@cosmoprofnorthamerica.com).

**CPNA E-Newsletter Spotlight: \$500 US**

**DEADLINE: March 15 – July 1, 2017**



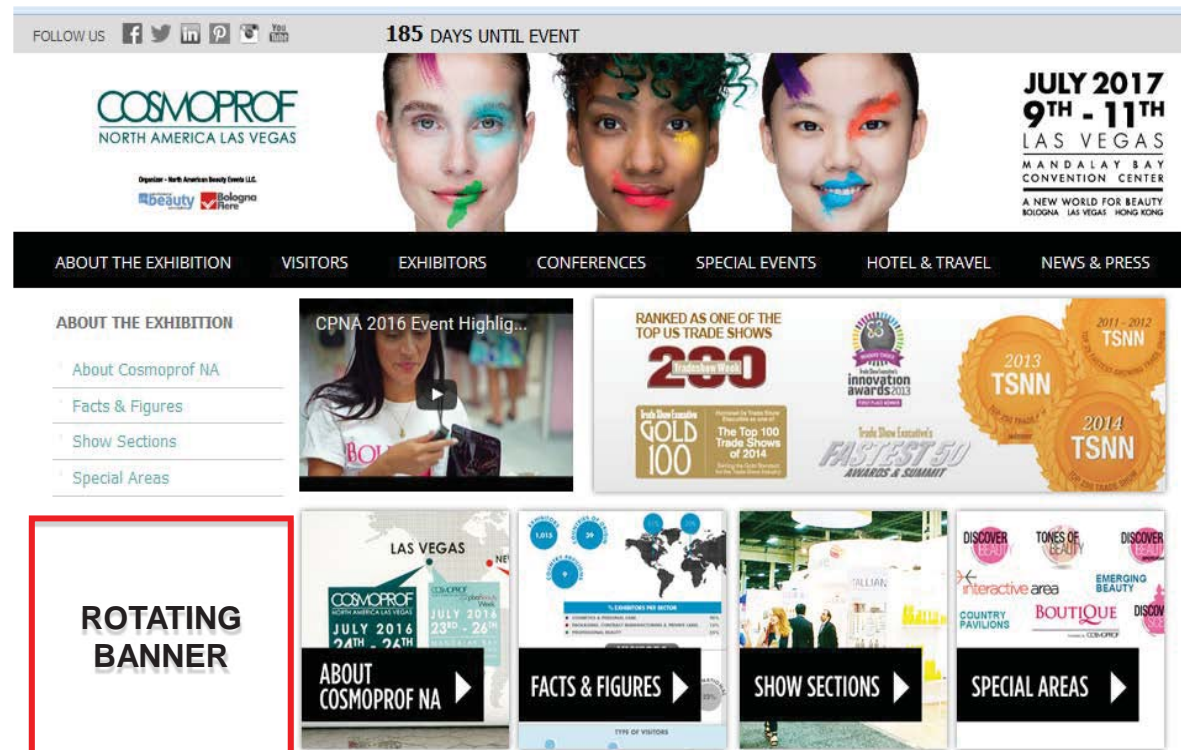
## B. PAID OPPORTUNITIES ONLINE

### B3. ROTATING BANNER AD LIMITED TO 10 EXHIBITORS – ONE PER COMPANY

Cosmoprof North America's website attracts thousands of visitors daily. Get additional exposure by being featured as one of two advertisers with a rotating banner ad. For one month, your ad will be placed on both the Visitors and Exhibitor pages, two of the most viewed sections of the website. If you are interested in being featured, submit your ad (ad dimensions are: width 290px by height 290px) to [cpna@cosmoprofnorthamerica.com](mailto:cpna@cosmoprofnorthamerica.com).

**Rotating Website Banner Ad: \$800 US**

**DEADLINE: April 1 – July 7, 2017**





## B. PAID OPPORTUNITIES ONLINE

### B4. ONLINE FLOORPLAN: SPOTLIGHT BANNER AD

The online floorplan hosts rotating banner ads that provide additional exposure. The dimensions of the ad are 205 x 60 pixels and will link to any URL provided. The image must be sent according to the specs provided no later than June 16th, 2017. Limited to 8 advertisers per show cycle.

**Online Floorplan- Spotlight Banner Ad: \$750 US**

**DEADLINE: March 6 – June 16 , 2017**

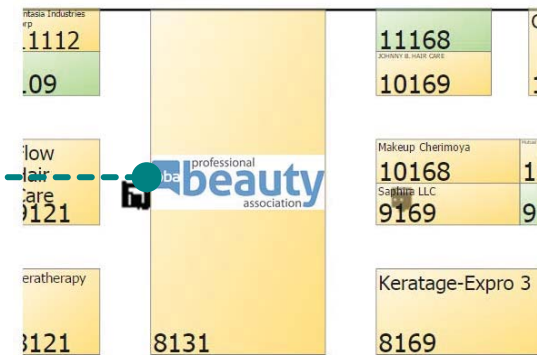


### B5. ONLINE FLOORPLAN: LOGO BRANDING

Your company logo will appear directly on your booth within the online floorplan. Offer available to exhibiting companies with booth sizes of 6 SQM X 6 SQM or larger; logo size depends on the booth size. The logo image must be sent to us according to the specs provided no later than June 16th, 2017.

**Online Map - Logo Branding: \$300 US/logo**

**DEADLINE: March 6 – June 16, 2017**



### B6. VIDEO UPLOADS

Videos are a powerful tool. If you have them, this is a unique way to enhance your listing and support your marketing efforts.

**Video Uploads: \$600 US/video**

**DEADLINE: May 2nd – July 1, 2017**



## B. PAID OPPORTUNITIES ONLINE

### B7. FEATHR SPONSORED RETARGETING PACKAGES

Our sponsored retargeting packages show your ads to our digital audience – specifically people who have visited our event website within the last 2 months.

- Package 1, Pre-Show Campaign: 100,000 impressions, delivered from June 12 through July 11 – these ads can encourage visitors to visit your booth at Cosmoprof, sign up for a special offer or download, or just promote your brand - it's up to you. They will target the most recent and active visitors to the Cosmoprof site.
- Package 2, Post Show Campaign: 100,000 impressions, delivered from July 11 through August 8 – these ads can provide follow up information from the show, promote your new product, or be used to promote your brand. They will target the most recent and active visitors to the Cosmoprof site.

Each package is \$3500, or both for \$7000.

**DEADLINE: March 6 – June 16 , 2017**



## B. PAID OPPORTUNITIES ONSITE

### B8. SHOW DIRECTORY ADVERTISING

The show directory provides information on exhibiting companies. This Directory is offered **complimentary** to over 27,000 expected visitors, members of the press and more than 1,000 exhibitors during the show.

This directory remains an informational source of reference throughout the year. Purchasing an advertisement in this publication ensures your company exposure to all attendees, as well as year-round exposure. Listing is complimentary to all exhibitors. Upgraded listings are available for purchase.

Prime advertising space sells out quickly; be sure to reserve now! Specs can be found [here](#).

**DEADLINE for Artwork: May 1, 2017**

### PRICE LIST

#### Standard Position (4 Color Only)

Two Page Spread \$3,650 US

Full Page \$2,300 US

#### Premium Position (4 Color Only)

Inside Front Cover \$4,100 US

Inside Back Cover \$3,350 US

Facing Contents Page \$2,550 US

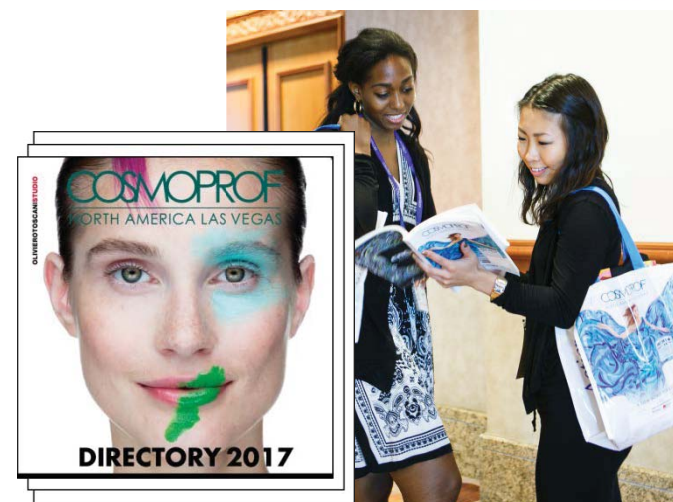
#### On-Site Directory Listing Enhancements

Bold Listing \$300 US

Bold and Outlined \$400 US

Add Company Logo (4 color) \$500 US

**COSMOPROF**  
NORTH AMERICA LAS VEGAS



COSMOPROF NORTH AMERICA LAS VEGAS		PACKAGING, PRIVATE LABEL & CONTRACT MANUFACTURING COMPANY LISTING
<b>W</b>	<b>Y</b>	<b>Z</b>
12098 WIN-PACK INDUSTRIAL LIMITED win-pack.com China	8018 YANGZHOU HUIJIANG PLASTIC PACKING CO.,LTD yjhjiang.en.alibaba.com China	9034 YUTAO ZHENHONG PACKAGING MATERIAL CO., LTD. zh-packaging.com China
6192 WORLD SPONGE MANUFACTURING CO., LTD worldsponge.co.kr/eng Korea (South)	8022 YIWU GANGHUA PACSTIC PRODUCTS FACTORY ganhua.cn China	7051 Z&Z DEVELOPMENT CO.,LTD. z-z.cn China
11052 WORLD WIDE PACKAGING LLC wwpinc.com United States	8043 YIWU JIANGSHENG PLASTIC PRODUCTS CO.,LTD yypackage.com China	3030 ZHANGJIAGANG YUNWU INDUSTRY CO.,LTD yiwu.cn China
9204 WORMSER CORPORATION wormsercorp.com USA (South)	3039 YUEN HANG CO.,LTD yuenhang.com China	8035 ZHEJIANG BEHYO COSMETIC PACKAGING CO.,LTD. behyopack.com.cn China
9042 WUXI SUNSMART SCIENCE AND TECHNOLOGY CO.,LTD. sunsmarts.com China	7050 YUAN HANG CO.,LTD yuanhang.com China	3055 ZHEJIANG RUN DA PRESS PUMP CO., LTD rundapump.com China
<b>X</b>	7043 YUTAO BLOOMING COMMODITY CO.,LTD blooming-packaging.com China	8051 ZHEJIANG WANGSHENG PLASTIC PACKAGING CO.,LTD zywangsheng.com China
5099 XELA PACK xela-pack.com United States	6047 YUTAO JINGYI PLASTIC INDUSTRIAL CO., LTD. jy-qinyi.com China	8050 ZHONGSHAN LUENCHEONG DISPENSING PUMP LTD. cls.com.cn China
	7022 YUTAO NYMPH PACKAGING CO., LTD nymphpack.com China	4055 ZHONGSHAN WEIZHAO PLASTIC MFG CO.,LTD weizhao.com China
	8023 YUTAO SUN RAIN SPARYER CO.,LTD. en-sunrain.com China	



## B. PAID OPPORTUNITIES ONSITE

### B9. BAG INSERTS

#### LIMITED TO EIGHT EXHIBITORS – ONE PER COMPANY

Place your product/sales literature right in the hands of the beauty industry professionals. Tote bags contain everything attendees need onsite including a show directory and expo hall map. Attendees go through these bags looking for show specials so be sure to add a little incentive and create a call to action to drive them to your booth. All inserts are subject to organizer's approval whereby the number and type of pieces/samples must be discussed. Limited to 8.

**Bag Insert (each item): \$2,000 US**

**DEADLINE:** approved insert must arrive at GES warehouse between Wednesday, May 31st and Friday, June 30, 2017



### B10. SPONSORED BADGE LANYARDS

Attached to every attendee badge, your company's name (as well as logo, when possible) will be visible to all. The first 5,000 attendees will receive a lanyard.

**Sponsored Badge Lanyards: \$8,500 US**

**DEADLINE** for Final Artwork: May 1, 2017



## B. PAID OPPORTUNITIES ONSITE

### B11. Media Day <sup>NEW</sup>

Open to exhibitors who have new products launching at Cosmoprof North America, this is the best way to present and connect with registered media. Up to 20 companies will have a chance to present their NEW product during the one hour lunch event on Monday, July 10<sup>th</sup> from 12:30pm – 1:30pm. All media are invited to participate, enjoy lunch, and discover all newness unveiled at the show.

Offer is limited to 20 exhibiting companies.

Contact pr@[cosmoprofnorthamerica.com](http://cosmoprofnorthamerica.com) for more details.

Participation in Media Day is **\$500**.

**DEADLINE: June 15, 2017**





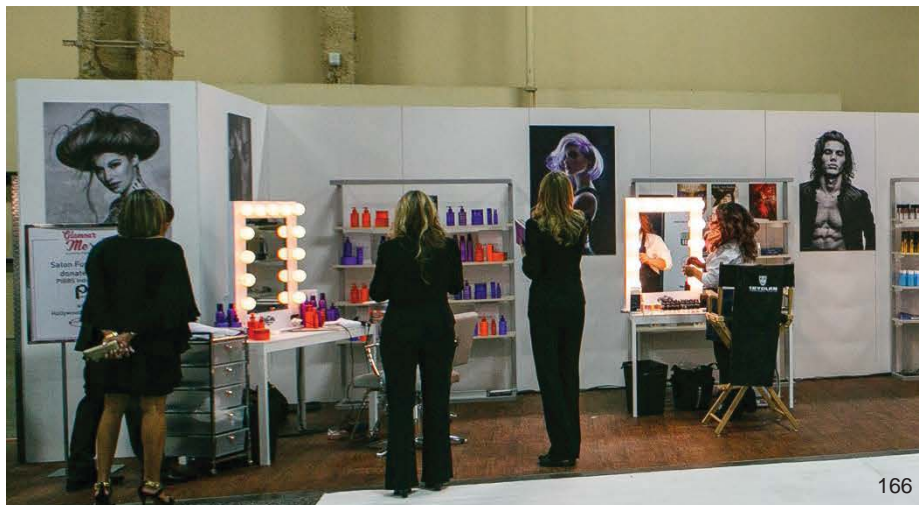
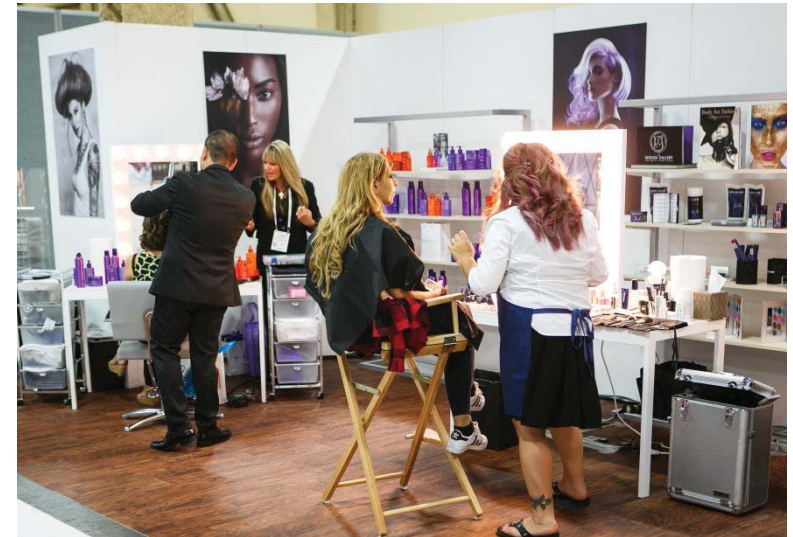
## B. PAID OPPORTUNITIES ONSITE

### B12. GLAMOUR ME

Glamour Me is a dedicated beauty lounge located in the prime foyer area. Each of the eight stations (categories are within the hair, makeup, nails, and skincare segment) will be sponsored by an exhibitor who specializes in that respective category (exhibitors can sponsor one station only). Exhibitors will be responsible for providing one artist to perform the demo service who will be available for entire 3-days of the show [opening till closing]. Product being demoed by exhibitor must be their newest product and / or look for the upcoming season. Availability is limited to eight exhibitors.

Contact [cpna@cosmoprofnorthamerica.com](mailto:cpna@cosmoprofnorthamerica.com) for more details. Sponsorship of one station is **\$2,500**.

**DEADLINE:** Subject to availability



166



16

## B. PAID OPPORTUNITIES ONSITE

### B13. BOUTIQUE: CUSTOMIZED SAMPLING ONSITE

BOUTIQUE is an area located in the prime foyer area at Cosmoprof North America and is open to all attendees throughout the show hours. BOUTIQUE offers a limited number of exhibitors the ability to showcase their brand and sample their key products to all attendees from this high-traffic location.

BOUTIQUE serves as a main attraction point at the show; all attendees who visit are scanned and their information is provided to participating exhibitors to follow up on the leads provided post show. The products given out are reviewed and selected by the organizers; the samples must be deluxe sizes and minimum quantity requested is 1,000 pieces.

### SAMPLING FOR A CAUSE

- Onsite sampling bar station located inside the Professional Beauty Section directly from the lobby
- High-end environment with clear dispensers presented as a wall display with brand logos
- Limited to 20 exhibiting companies featuring key star product
- All funds collected onsite will be donated to the Look Good Feel Better Foundation
- Supported by powerful onsite marketing activities including footprints leading to the area, signage in key floor areas and handouts to all attendees

\*Potential New Beauty Magazine Collaboration

**BOUTIQUE: \$1,000 US & 1,000 deluxe samples**

**DEADLINE: Subject to availability**





## B. PAID OPPORTUNITIES ONSITE

### B14. FREESTANDING SIGNAGE AND SITUATION MAPS

#### A) FREESTANDING SIGNAGE

Increase your visibility with single or double-sided signs that are strategically placed throughout the show floor lobby and registration areas. Viewed by over 27,000 visitors of the show, these signs provide unsurpassed marketing exposure.

**Freestanding Sign, Single Sided: \$1,575 US**

**Freestanding Sign, Double Sided: \$2,050 US**

**DEADLINE:** Final artwork approved by June 9, 2017



#### B) SITUATION MAPS

Place your logo pointing at your booth location on the situation maps located around the show floor. Availability is limited to 16 signs on trade show floor.

**Situation Maps: \$2,000 US**

**DEADLINE:** Final artwork approved by June 9, 2017



## B. PAID OPPORTUNITIES ONSITE

### B15. HOTEL TV ADS

Mandalay Bay is the official hotel for the exhibition. To promote CPNA, two channels will be made available to all guests and feature unique promotional content. Exhibitors may purchase 30 second or one minute ad times to run during July 7th – July 11th. Video content must be submitted by June 1st. CPNA reserves the right of refusal for advertising provided. Fees will apply if production work is required to format the video ad or is involved.

One minute video ad with info: \$500 for the week (July 7 – 11, 2017); organizers can provide creative agencies.

**DEADLINE: June 1, 2017**

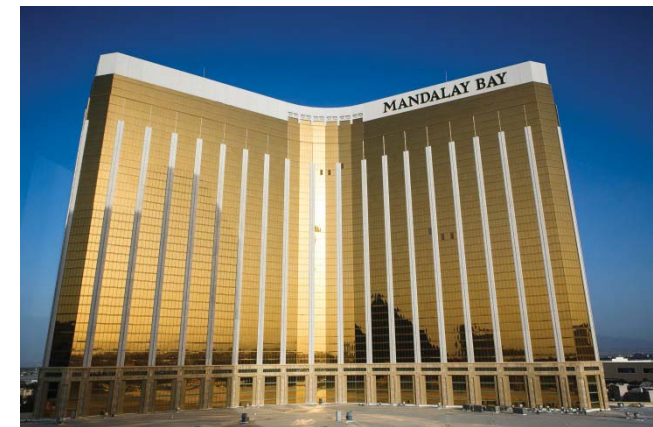
### B16. HOTEL ROOM DROPS

Mandalay Bay Hotel will distribute your magazine, product, flyer, newsletter, deal sheet, etc. to every room in the participating hotel block. Want to distribute to only attendees and not exhibitors? Easily done! Would you like to distribute to exhibitors only? Again, easily done!

**Prices will vary based on item type dropped in each room. Item type required for a quote.**

### B.17. TAILOR-MADE SPONSORSHIPS

Contact us to achieve the most for your sponsorship dollars. CPNA will work with you to arrange custom sponsorships catered to your budget. Examples of custom sponsorships are hotel room key cards, water bottles, registration sponsorships, etc.







Organizer - North American Beauty Events LLC.



## CONTACTS

### DOMESTIC SALES TEAM:

USA, CANADA & MEXICO

#### Toni Davis

toni@probeauty.org  
800-468-2274 x3443

#### Trisha Thiede

trisha@probeauty.org  
800-468-2274 x3432

### INTERNATIONAL SALES TEAM:

EUROPE, AFRICA, MIDDLE EAST, ASIA  
& SOUTH AMERICA

#### Alessandra Allegri

alessandra.allegri@cosmoprof.it  
(+39) 02.45.47.08.216

#### Elena Sandrini

elena.sandrini@cosmoprof.it  
(+39) 02 454.708.250

#### Chiara Santi

chiara.santi@cosmoprof.it  
(+39) 02 454.708.218

#### Arianna Vivarelli

arianna.vivarelli@cosmoprof.it  
(+39) 02.45.47.08.233

## REQUEST FORMS AND PRICING

FAX BACK TO TONI C. DAVIS, CPNA SHOW SALES DIRECTOR AT 480-905-0708.  
FORM MUST BE RECEIVED **PRIOR TO DEADLINES.**

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

### PAID MARKETING AND PROMOTIONAL OPPORTUNITIES

QTY	ITEM	UNIT PRICE
	1) DEDICATED EMAIL BLAST	\$1,500
	2) CPNA E-NEWSLETTER TEXT AD	\$500
	3) ROTATING BANNER AD	\$800
	4) ONLINE FLOORPLAN: SPOTLIGHT BANNER AD	\$750
	5) ONLINE FLOORPLAN: LOGO BRANDING	\$300
	6) VIDEO UPLOADS	\$600 PER VIDEO
	7) FEATHR SPONSORED RETARGETING PACKAGES	\$3,500

### 8) SHOW DIRECTORY

All positions are 4-color. Space is limited. Please indicate a first, second and third choice.

### STANDARD POSITION (4 COLOR ONLY)

	TWO PAGE SPREAD	\$3,650 US
	FULL PAGE	\$2,300 US

### PREMIUM POSITION (4 COLOR ONLY)

	INSIDE FRONT COVER	\$4,100 US
	INSIDE BACK COVER	\$3,350 US
	FACING CONTENTS PAGE	\$2,550 US

### ON-SITE DIRECTORY LISTING ENHANCEMENTS

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	<b>BOLD LISTING</b>	<b>\$300 US</b>
	<b>BOLD AND OUTLINED</b>	<b>\$400 US</b>
	<b>ADD COMPANY LOGO (4 COLOR)</b>	<b>\$500 US</b>

<b>QTY</b>	<b>ITEM</b>	<b>UNIT PRICE</b>
	<b>9) BAG INSERTS (EACH ITEM)</b>	<b>\$2,000 US</b>
	<b>10) SPONSORED BADGE LANYARDS</b>	<b>\$8,500 US</b>
	<b>11) MEDIA DAY (NEW)</b>	<b>\$500 US</b>
	<b>12) GLAMOUR ME</b>	<b>\$2,500 US</b>
	<b>13) BOUTIQUE: CUSTOMIZED SAMPLING ONSITE</b>	<b>\$1,000 US &amp; 1,000 DELUXE SAMPLES</b>
	<b>14A) FREESTANDING SIGNAGE- SINGLE SIDED/ DOUBLE SIDED</b>	<b>\$1,575/ \$2,050 US</b>
	<b>14B) SITUATION MAPS</b>	<b>\$2,000 US</b>
	<b>15) HOTEL TV ADS</b>	<b>\$500 US</b>
	<b>16) HOTEL ROOM DROPS</b>	<b>PRICES VARY</b>
	<b>17) CUSTOM SPONSORSHIP</b>	<b>PRICES VARY</b>



## Mobile App Sponsorship Opportunities

### EXCLUSIVE OPENING SPLASH SCREEN (Limited to 1)

**\$4,000.00**

This sponsorship gives you exclusive placement as the only Sponsored Splash page ad. With this exclusive sponsorship, a full-screen advertisement is presented to the user each time the app is opened or refreshed. When clicked, the ad can direct the user to an Exhibitor detail page, a Product detail page or a specified URL. **DEADLINE TO ORDER 6/15/17**

*Specifications: 1080 X 1920px (780 X 1620 of visual space plus 300px padding)*



### BOTTOM SCREEN BANNERS

Highlight your company with a mobile web banner. These bottom screen banners allow you to promote your brand or a particular product. Once clicked, the ad can direct the user to an Exhibitor detail page, a Product detail page or a specified URL to get more information on your products & services. **DEADLINE TO ORDER 6/15/17**

#### Exclusive Page Banner Ad

**\$1,995.00**

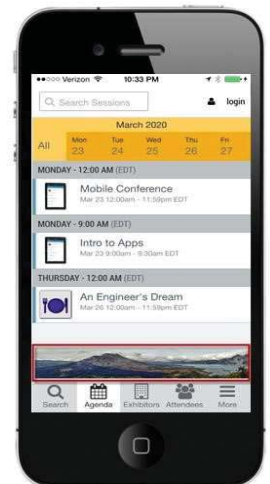
Your ad can dominate a specific page. This sponsorship gives you exclusive placement as the only banner ad for a particular page. Choose from the most visited pages- Home Page, Exhibitor List page, or the Schedule Page (shown).

#### Multi-Rotation Banner Ad Placement (Limited to 3)

**\$995.00**

This sponsorship allows your ad to rotate in a given position each time the app is opened or refreshed. Rotational banners exclude the Home Page, Exhibitor List, and Schedule Page see above for exclusive banner ad's for these pages.

*Specifications: 1024 x 160px (32 x 5 aspect ratio)*





## PUSH NOTIFICATIONS

### Onsite (Limited to 5)

**\$1,495.00**

Reach out to attendees during the event. Push Notifications allow you to instantly send a message to users at a designated date and time. Use push notifications to promote a special event onsite. Send your message to the entire attendee audience or target a specified group. This includes 1 push notification per expo day, 3 total. **DEADLINE TO ORDER 6/15/17**

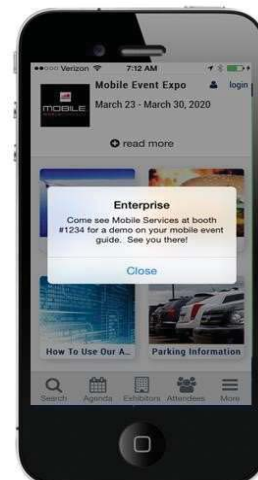
*Push Notifications are limited to 170 characters and will reach all users with push notifications turned on.*

### Pre-Show (limit 2 per exhibitor on different days)

**\$295.00**

Reach out to attendees before the event. Push Notifications allow you to instantly send a message to users at a designated date and time before the show. Use pre-show push notifications to promote your company to attendees. Send your message to the entire attendee audience or target a specified group. This includes 1 pre-show push notification. Pre-show notifications can be schedule starting 6/25/17-7/8/2017. **DEADLINE TO ORDER 6/15/17**

*Push Notifications are limited to 170 characters and will reach all users with push notifications turned on.*



## POP TO THE TOP

### Product Category (Limited to 2 per category)

**\$995.00**

This sponsorship allows exhibitors to target an audience interested in a particular product category. Your company will be listed at the top of the list for a specified product category. This will allow your company to have exposure in areas specific to your organization. The category choices are Cosmetics and Personal Care, Professional Beauty Products and Packaging, Contract Manufacturing & Private Label. **DEADLINE TO ORDER 6/15/17**



To purchase the Mobile App Sponsorship opportunities please email the order form below to [christy@probeauty.org](mailto:christy@probeauty.org).



## CPNA 2017 Mobile App Sponsorship REQUEST FORM

Email order form to Christy Weaver at [Christy@probeauty.org](mailto:Christy@probeauty.org) or fax to 480-905-0708.  
Order form must be received prior to deadline of 6/15/17.

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

Item	Price (US \$)
<input type="checkbox"/> Exclusive Opening Splash Screen	\$4,000.00
<input type="checkbox"/> Bottom Screen Banner-Exclusive Page Banner Ad	\$1,995.00
Page Preference: 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	
<input type="checkbox"/> Bottom Screen Banner- Multi-Rotation Banner Ad Placement	\$ 995.00
<input type="checkbox"/> Pop To the Top-Product Category	\$ 995.00
Category Preference: 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	
<input type="checkbox"/> Push Notifications-Onsite	\$1,495.00
<input type="checkbox"/> Push Notifications-Pre-Show Qty _____	\$1,495.00

Email order form to Christy Weaver at [Christy@probeauty.org](mailto:Christy@probeauty.org) or fax to 480-905-0708.  
Order form must be received prior to deadline of 6/15/17.



Cosmoprof North America  
Mandalay Bay Convention Center  
July 9 - 11, 2017

## A

Advance Shipping Labels, Page 116

Agreement and Rules and Regulations  
between GES and EAC, Page 137

## B

Booth Layout - Hanging Signs, Page 134

Booth Packages, Page 43

## C

Carpet Brochure, Page 72

Carpet Order Form, Page 73

Cartload Service Map, Page 18

Cartload Service Order Form, Page 124

Certificate of Liability Insurance Sample,  
Page 139

Column Wrap Order Form, Page 108

Column Wrapping Rules and Regulations,  
Page 107

Convenience Package Order Form, Page 96

Conversion Chart, Page 55

Cover Letter, Page 7

## D

Digital File Preparation, Page 102

Direct Shipping Labels, Page 117

Directory Listing, Page 39

Display Case Order Form, Page 69

Domestic Third Party Billing Request, Page  
66

## E

EAC form, Page 44

Exhibitor Appointed Contractors (EACs)  
and Third Parties, Page 136

Exhibitor Deadline Schedule, Page 11

## F

Fire Regulation Information, Page 32

Floral/Plant Order Form, Page 143

Forklift Order Form, Page 128

Free Opportunities, Page 153

Freight Service Questionnaire, Page 120

Furniture & Accessories Order Form, Page  
77

Furniture Package Order Form, Page 80

## 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 113

Graphics & Signage Order Form, Page 105

## H

Hanging Sign / Truss Labor Information,  
Page 130

Hanging Sign Labor Order Form, Page 131

Hanging Sign Shipping Labels, Page 135

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Cosmoprof North America  
Mandalay Bay Convention Center  
July 9 - 11, 2017

**Housing Form, Page 45**

## I

**Insurance Info, Page 41**

**International 3rd Party Billing Request,  
Page 67**

## L

**Labor Information and Regulations, Page  
126**

**Lead Retrieval Order Form, Page 141**

## M

**Mandalay Bay Brochure, Page 140**

**Marketing Order Forms, Page 151**

**Marshaling Yard & Direct Deliveries  
Information, Page 121**

**Material Handling Information, Page 110**

**Material Handling/Drayage Order Form,  
Page 114**

**Mobile App Sponsorship Opportunities,  
Page 173**

## N

**Notice of Intent to Use EAC and Policies  
and Procedures, Page 136**

## O

**Official Service Providers, Page 12**

**Operation of All Mechanical Lifts, Page 64**

## P

**Paid Opportunities, Page 159**

**Payment and Credit Card Charge  
Authorization, Page 65**

**PBA Member Benefits, Page 8**

**Power Package Layout Form, Page 54**

**Power Package Layout Form, Page 71**

**Powered Pedestal Order Form, Page 53**

**Pre-Printed Bill of Lading (BOL) / Outbound  
Labels Request, Page 118**

## R

**Raw Space Hardwall Graphic Order Form,  
Page 99**

**Raw Space Hardwall Order Form, Page 98**

**Ready Stand Graphic Wall Order Form, Page  
51**

**Ready Stand Options Accessories Order  
Form, Page 48**

**Ready Stand Package, Page 47**

**Ready Stand Package Panels Damage  
Information, Page 50**

**Registration Form, Page 40**

**Rules & Regulations, Page 19**

## S

**Sample Certificate of Insurance, Page 42**

**Section 1 - General Information, Page 5**

**Section 10 - Miscellaneous, Page 141**

**Section 11 - Marketing Opportunities, Page  
151**

**Section 2 - Rules & Regulations, Page 19**

**Section 3 - Mandatory Forms, Page 39**

**Section 4 - Ready Stand Information, Page  
47**

**Section 5 - GES Information, Page 56**

Cosmoprof North America  
Mandalay Bay Convention Center  
July 9 - 11, 2017

**Section 6 - Booth Furnishings, Page 69**

**Section 7 - Shipping and Storage, Page 110**

**Section 8 - Labor and Signage, Page 126**

**Section 9 - Mandalay Bay, Page 140**

**Security Order Form, Page 146**

**Shipping Labels: Advance, Page 116**

**Shipping Labels: Direct, Page 117**

**Show Checklist, Page 13**

**Show Information, Page 5**

**Show Site Storage Order Form, Page 122**

**Show Site Work Rules, Page 60**

**SmartSource Equipment Rentals, Page 148**

**Special Handling Brochure, Page 116**

**Specialty Furniture Brochure, Page 81**

**Specialty Furniture Order Form, Page 90**

**Staff Listing, Page 10**

**Standard Exhibit Systems Order Form, Page 101**

**Standard Furniture Brochure, Page 74**

**Standard Graphics Brochure, Page 104**

**Stop. Think. Safety., Page 59**

## T

**Target Information, Page 17**

**Temp Staff, Page 145**

**Tips for New Exhibitors, Page 57**

## V

**Vehicle Placement Order Form, Page 125**

## W

**Warehouse Storage Service Order Form, Page 119**

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