



**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



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

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

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

**INSURANCE**

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

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

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

**LIABILITY**

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

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

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



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

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

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

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

**DO NOT** tear-down before 3:00 pm on Tuesday, July 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.