

T H E

AESTHETIC SHOW

EXHIBITOR INFORMATION

The Wynn Resort
3131 S. Las Vegas Blvd.
Las Vegas, NV 89109
Reservations: (877) 321-9966
www.wynnlasvegas.com

Exhibit Hall: Lafite and Latour Ballroom

Move-In Schedule:

Wednesday, July 4 Please contact show management
Thursday, July 5 8:00 am – 8:00 pm

Move-Out Schedule:

Sunday, July 8 1:00 pm – 9:00 pm

Registration of Exhibitors:

Wednesday, July 4 2:00 pm – 6:00 pm
Thursday, July 5 8:00 am – 6:00 pm
Friday, July 6 7:30 am – 6:00 pm
Saturday, July 7 8:00 am – 7:00 pm
Sunday, July 8 8:00 am – 12:00 pm

Exhibit Hall Dates and Hours:

Friday, July 6 8:00 am – 5:00 pm
Saturday, July 7 8:00 am – 7:30 pm (The Aesthetic Awards™ ceremony begins at 6:00 pm in the exhibit hall. If needed, your booth can close at 6:00 pm)
Sunday, July 8 8:30 am – 1:00 pm

Space Cancellations / Reductions

Requests for cancellation or reduction of exhibit space must be sent in writing to The Aesthetic Show. Cancellation and refund policy is as follows:

By January 15, 2018

Refund: 50% of total agreement fees.

After January 15, 2018

No refund.

HOTEL INFORMATION

The Aesthetic Show™ has reserved a block of rooms at The Wynn Resort at a special discounted rate.

07/04/18	07/05/18	07/06/18	07/07/18	07/08/18
Wed	Thu	Fri	Sat	Sun
\$185	\$185	\$225	\$225	\$185

To make hotel reservations for The Aesthetic Show at the special group rate, please contact Connections Housing directly at (833) 288-3166 or (702) 675-6589.

Please note the discounted rate is only available until the room block is full or June 11, 2018.

GENERAL INFORMATION

ANIMALS

Animals are not permitted on the premises except in conjunction with an approved exhibit or as service animals for the physically challenged.

ATTENDEE REQUIREMENTS

The Aesthetic Show is for qualified attendees only. NO ONE UNDER THE AGE OF 18 IS PERMITTED.

BOOTH CLEANING

Booth cleaning services are not included in your space rental. No booth material should be left behind at the close of the show. If you require your booth to be cleaned prior to, during or after the show, use the cleaning order form found in the GES section of this manual.

BOOTH EQUIPMENT

Each booth will be supplied with the following items: 8' x 10' back wall drape, 3' high side rail drape and a 7"x 44" identification sign. Island booths do not come with back drape, however, you may order drape from GES Exposition Services. Information and order forms for all furnishings, carpet, electrical, communications, floral, cleaning and other accessories and services are listed in the OFFICIAL SHOW SERVICE PROVIDERS section of this manual. **Note: The exhibit hall is a carpeted ballroom.**

BUSINESS CENTER

The business services center is conveniently located in the convention facility and offers every day office supplies, internet access, photocopy and fax service.

Hours of operation:

Monday – Friday: 7:00 am – 6:00 pm

Saturday & Sunday: 9:00 am – 5:00 pm

For additional information please call (702) 770-2370.

EVENT RESTRICTIONS

No infants or children under the age of 18 will be admitted into the show. This policy also applies to the children of exhibitors, especially during move-in and move-out of the event.

EXHIBIT HALL

The exhibit hall will be located in the Lafite and Latour Ballroom within the convention facility at The Wynn Resort.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Exhibitors using an unofficial contractor or an EAC to provide services for their booth must complete and return the Notice of Intent to Use Exhibitor Appointed Contractor Form that is located in the GES SERVICE ORDER FORMS section of this manual. This form must be sent in no later than 30 days prior to the first move-in day. Please inform your EAC that they must forward a General Liability Insurance Certificate to the GENERAL SERVICE CONTRACTOR by July 3, 2018. The insurance certificate must name The Aesthetic Show, The Wynn Resort and GES Exposition Services as additional insured.

FIRST AID

A fully equipped first aid station, staffed by licensed medical professionals, will be available during move-in, show days and move-out.

HANGING SIGNS

Hanging signs are only permitted in booths 20' x 20' or larger. All other hanging signs will be allowed with prior approval from show management. To place an order to hang a sign in the exhibit hall, please contact Hermino Molina at +1 (702) 770-2862 or herminio.molina@wynnlasvegas.com.

INSURANCE

You are required to carry liability insurance throughout the show. Please refer to the Exhibitor / Sponsor rules and regulations to make sure all insurance requirements are met.

LEAD RETRIEVAL UNIT

Lead retrieval units may be ordered using the *Lead Retrieval Unit Order Form* included in this exhibitor kit. Note: Electrical service may be required for the operation of the lead retrieval units. Electrical service is provided by The Wynn Expo Services using the appropriate order form, which is located in this manual.

OFFICIAL CONTRACTOR

The official contractor is a vendor that has been selected and appointed by show management to supply a product or service to exhibitors. Management can assist and intervene on the exhibitor's behalf only when the exhibitor utilizes the vendors listed in this manual. The suppliers featured in this manual are the ONLY VENDORS that *The Aesthetic Show* has a partnership with. When contacted by outside agents, it is important that you verify that you are doing business with a reputable and properly insured vendor.

P.A. ANNOUNCEMENTS

Show management will restrict announcements to general show information. We will not make announcements regarding specific exhibitor events, lost persons or articles.

PHOTOGRAPHY & FILMING

Photography is not allowed in the exhibit hall except by the official show photographer. Photography or recording of any area outside an exhibitor's booth (including but not limited to registration areas, general sessions and meeting rooms) is prohibited. Exhibitors and / or approved exhibitor appointed contractors may photograph or record their own exhibits during show days only. Show management, the official show photographer and members of the press are exempt from this rule.

REGISTRATION – EXHIBITOR

Registration will be open beginning Wednesday, July 4, 2018 at 2:00 pm. Badges will not be mailed prior to the event – all badges will be picked up on-site. Using the on-line feature you may register, add, substitute or delete staff members until June 28, 2018.

SECURITY

Show management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and product(s).

UNION RULES

Please refer to the show site work rules which are located in the GES section of this manual.

UTILITIES

Order forms for services such as electricity, plumbing, compressed air and telecommunications are included in this exhibitor kit.

TIPS FOR A SUCCESSFUL SHOW

Shipping Freight to and from the Show

This is the most important aspect of planning your exhibit! Be sure you clearly understand the procedures in which freight will be handled by reading the shipping guidelines and deadlines. Remember to:

1. Make your return shipment arrangements when making your outgoing arrangements.
2. Use the pre-printed shipping labels to ensure proper delivery of your shipment. Labels for shipments to the warehouse or direct to the convention center are provided in this manual.
3. Consult the move-in / move-out schedules to determine when your shipment must arrive at and leave from the warehouse or show site. Shipments not arriving according to schedule may result in extra charges and / or delay in delivery.
4. Notify GES of your freight carrier, and all freight information (weight, number of crates, boxes, etc.). Provide them with a bill of lading from your shipper.
5. Keep copies of all bills of lading with you on-site should your freight need to be traced.
6. Create a list of all crates or boxes being shipped. Note the items contained in each crate / box and the total number contained in the shipment.

7. Pack all crates / boxes carefully to minimize damage.
8. Remove any previous labels from your shipment to avoid confusion or wrong delivery of your shipment.
9. Once your freight has been unpacked on-site, obtain “empty” labels from the GES Service Center to attach to your empty crates / boxes. "Empties" will be stored and returned to you upon move-out.
10. Call GES should you have any questions or concerns about shipping.

Remember...Read your Exhibitor Services Manual. It's the best tool available for planning your show.

STILL HAVE QUESTIONS?

For exhibitor / vendor questions contact Mindy Millat at +1 (949) 830-5409 or mindy.millat@ubm.com.

We look forward to seeing you at The Aesthetic Show!