

T H E

AESTHETIC SHOW

EXHIBITOR INFORMATION

Wynn Las Vegas
3131 S. Las Vegas Blvd.
Las Vegas, NV 89109
www.wynnlasvegas.com

Exhibit Hall: Lafite Ballroom

Move-In Schedule:

Wednesday, July 10	8:00 am – 5:00 pm
Thursday, July 11	8:00 am – 5:00 pm

Move-Out Schedule:

Sunday, July 14	1:00 pm – 9:00 pm
-----------------	-------------------

Registration of Exhibitors:

Wednesday, July 10	7:30 am – 5:00 pm
Thursday, July 11	7:30 am – 5:00 pm
Friday, July 12	7:30 am – 6:00 pm
Saturday, July 13	8:00 am – 6:00 pm
Sunday, July 14	8:00 am – 12:00 pm

Exhibit Hall Dates and Hours:

Friday, July 12	8:00 am – 5:00 pm
Saturday, July 13	8:00 am – 6:00 pm
Sunday, July 14	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, 2019

Refund: 50% of total agreement fees.

After January 15, 2019

No refund.

HOTEL INFORMATION

The Aesthetic Show has reserved a block of rooms at the Wynn Las Vegas at a special discounted rate.

Wednesday, July 10, 2019	\$185.00
Thursday, July 11, 2019	\$185.00
Friday, July 12, 2019	\$185.00
Saturday, July 13, 2019	\$185.00
Sunday, July 14, 2019	\$185.00

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 14, 2019.

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, please contact GES for options and rates.

BOOTH EQUIPMENT

Each linear 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, Split-Island, and Peninsula booths do not come with drape or identification signs. 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 available on GES's Espresso exhibitor portal. **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 Ballroom within the convention facility at the Wynn Las Vegas.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

You may use a third-party contractor (called an Exhibitor Appointed Contractor or EAC) to build your booth. Though this is common and accepted, there are certain requirements that must be fulfilled to allow an EAC to work at the event. Remember: Union jurisdiction still applies and you and your EAC must comply with those regulations. Regardless, non-union employees may be present during move-in and move-out in a supervisory capacity.

As the exhibitor, you must submit an EAC application form to Show Management. The EAC must then submit a valid Certificate of Insurance (COI) to Show Management before they will be permitted to enter the exhibit hall and perform work. Insurance requirements are specific to the event and can be found on the EAC application form.

An EAC application and proof of insurance must be submitted for each individual company who will have employees in the exhibit hall during move-in and move-out. This applies to contractors and sub-contractors. Show Management has the right to deny any third-party contractor from working in the exhibit hall, including the right to revoke a prior approval if the EAC is observed breaking rules or working in an unsafe manner.

All questions regarding Exhibitor Appointed Contractors should be directed to Frank Misceo, 310.445.4237 or frank.misceo@ubm.com.

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 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 "Regulations and Guidelines" section for more info.

LEAD RETRIEVAL UNIT

Lead retrieval units may be ordered through the "Additional Show Services" section. Note: Electrical service may be required for the operation of the lead retrieval units.

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 10 2019 at 7:30 am. 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 July 5, 2019.

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 "Regulations and Guidelines" section.

UTILITIES

Order forms for services such as electricity, plumbing, compressed air and telecommunications are included in the "Additional Show Services" section.

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 reviewing the "Shipping, Drayage and Material Handling" section.

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 by GES.
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!