



GENERAL INFORMATION
Cosmoprof North America 2021
July 12-14, 2022 • 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](#). **Registration for exhibit personnel will open May 30th.** It is a violation of show rules to order badges for any person who is not connected to the exhibiting company.

IMPORTANT – PLEASE READ

Once a company has paid in full and submitted its Certificate of Insurance, all Exhibitor personnel badges will be sent a confirmation on July 5th with the ability to print your badge ahead of the show. No check-in is required. All badges have a unique barcode and will be scanned in and out of the show. If an Exhibitor does not pre-print their badge prior to arriving on-site, registration opens on Sunday, July 10th at 1pm at the Las Vegas Convention Center. A badge is required to enter the show floor.

Registered staff will not receive a name badge on July 5th if the booth is not paid in full or we have not received your Certificate of Insurance (COI).

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 Spotlights =	2 comp badges	36-47 sq. meters =	15 comp badges
Beauty Vanities =	2 comp badges	48-59 sq. meters =	20 comp badges
9 square meters =	3 comp badges	60-71 sq. meters =	25 comp badges
12 -21 square meters =	5 comp badges	72-83 sq. meters =	30 comp badges
24-35 sq. meters =	10 comp badges	84sq. meters or more =	35 comp badges

TO AVOID THE LINES AT REGISTRATION:

Register your staff in advance, print your badge in advance!

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CARPET COLORS

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

Hair Care:	Blue Jay
Skin Care & Makeup:	Light Green
Nails:	Grey
Natural Products:	Green
Double aisles:	White
Cosmopack:	Pepper

CATERING (Exclusive to the Las Vegas Convention Center)

The exclusive caterer for the Las Vegas Convention Center is Centerplate. Exhibitors requiring catering in their booths may contact Centerplate at 702-943-6779 or order online at <https://lvcvaexpresscatering.ezplanit.com/#/welcome>. Food & Beverage cannot be brought in from any source other than Centerplate, or the 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!
COSMOPROF NORTH AMERICA 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** areas will be in the North Hall for Cosmopack and the West Hall for all others.

- North Hall (Cosmopack): Enter the North Hall lot off Joe W. Brown onto the North Rd.
- West Hall (All other exhibitors): Enter the lot off Paradise Rd., signage will be out, and a traffic person will direct.

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CPNA will have signage for the **Cartload Area**. CPNA, at its own expense, will hire GES personnel to cartload lightweight exhibitor 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, please communicate with Show Management. **This very special service will be available to all sections during the following “exhibitor set-up” hours:**

- **Monday, July 11, 8:00am - 5:00pm**

CERTIFICATE OF INSURANCE

LIABILITY INSURANCE IS REQUIRED FOR ALL EXHIBITORS AND ENTITIES WHO WILL BE DISPLAYING AND/OR BUILDING ON THE SHOW FLOOR.

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 (SEE THE ERG FOR INSURANCE TEMPLATES).

The exhibitor must ensure that there is a valid insurance policy in existence prior to it seeking access to the Las Vegas 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 June 15th, 2022, before access to the 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.

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All exhibits are brought to, displayed at, and removed from the Las Vegas Convention Center at the exhibitor's own risk and should be always safeguarded by the exhibitor.

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 canceled 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 because of any cancellation, postponement, alteration in character, or reduction in the scale of the exhibition. Generally, participation by the exhibitor in the exhibition is solely at the exhibitor's own risk.

OFFICIAL INSTALLATION (SET-UP) HOURS

Saturday, July 9	12:00 pm – 5:00 pm	Booths 60 SQM or larger
Sunday, July 10	8:00 am – 5:00 pm	All Exhibitors (except specialty areas)
Monday, July 11	8:00 am – 7:00 pm	All Exhibitors

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

Thursday, July 14	3:00 pm – 10:00 pm
Friday, July 15	8:00 am – 3:00 pm

DO NOT tear down before 3:00 pm on Tuesday, July 14th — 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

Skin Care/Makeup	Natural Products	Cosmopack
Nails	Discover Beauty & Spotlights	Beauty Tech
Haircare	Discover Black-Owned Beauty	Beauty Vanities
Health & Wellness	Discover Green	CBD Beauty

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NORTH AMERICA LAS VEGAS
EXHIBITOR RESOURCE
GUIDE 2022



JULY 12 – 14, 2022
LAS VEGAS CONVENTION
CENTER (LVCC)

REGISTRATION HOURS

Exhibitor badges may be picked up at Exhibitor Registration or various lobbies in the Las Vegas Convention Center during official registration hours:

Sunday, July 10	1:00pm – 5:00pm
Monday, July 11	8:00am – 5:00pm
Tuesday, July 12	8:00am – 5:30pm
Wednesday, July 13	8:00am – 5:30pm
Thursday, July 14	8:00am – 2:30pm

TO AVOID THE LINES AT REGISTRATION:

Register ahead of time by printing your badges at home!

If you have any questions regarding registration policies, please call Cosmoprof North America Registration Support Services: (866.513.0765 M-F 9am – 5pm CST).

SHOW HOURS

Tuesday, July 12	10:00am – 6:00pm
Wednesday, July 13	9:00am – 6:00pm
Thursday, July 14	9:00am – 3:00pm

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

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