

2019 Model Procedures

Thank you for participating in the International Salon & Spa Expo. To help your classes and stage time run smoothly, please read the following information:

BEFORE THE SHOW

- Each exhibitor/educator must submit their Model List online at <http://probeauty.org/model> prior to the first model checking in. You must indicate FIRST and LAST names as well as ALL OF THE DAYS the model will be working for you. If you do not submit a Model List or a model's names is not on the list or incomplete, the model will not be admitted. **NO EXCEPTIONS!**
- All exhibitors/educators MUST provide Show Management with the name and cell number of an **onsite contact person** in case a question arises regarding your models.
- **Prior to arriving at the show,** please make sure your models know/have the following information:
 - Where they need to be and when they need to be there
 - Your company name (the SAME name you registered online)
 - The name and cell phone number of an onsite contact person

AT THE SHOW

- All models must check in at the **Model Registration Desk** in the Pacific Ballroom (Arena). Models must provide your exhibiting company name and **show photo ID** that matches the name entered online to receive a hand stamp, which will allow them to access the expo floor for the day.
- For Exhibitors who are prepping models in their booth, your models cannot access the show floor before 7:30am on show days. If you feel that you need more time than allotted, it is highly recommended that you request a prep room by contacting Jennifer Lee (jlee@probeauty.org) no later than Wednesday, December 19, 2018. Prep rooms are first-come, first-served. A prep room cannot be guaranteed after this date and will be subject to availability.

ISSE Staff is NOT responsible for getting your models to their proper location!

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PARKING

- The Long Beach Convention Center has more than 4,000 parking spaces around the Center including 3 parking garages and 1 ground level parking lot.
- The Pacific Ballroom (Arena) Parking Garage has 1,460 spaces and can be accessed off of Seaside Way and Hart Place.
- The Main Parking Lot along Shoreline Drive has 1,500 spaces. It can be accessed by turning onto Linden Drive from Shoreline Drive.
- Parking rates may vary and are in effect 7 days a week. ISSE does not validate for parking.
- There are 2 main entrances into the Long Beach Convention Center. Please direct your models to the Pacific Ballroom (Arena) Parking Garage/Lot and instruct them to park in that area.

PREP ROOMS

- ALL prep rooms will be in the Pacific Ballroom (Arena).

ALL MODELS WILL PREP IN THE BACK OF THE PACIFIC BALLROOM (ARENA)!

MODEL GUIDELINES

- ISSE requires that all models participating in presentations on the expo floor be at least 16 years old. NO EXCEPTIONS!
- Please explain to all models that this is a Professional industry event, and family and friends are not permitted to attend.
- ISSE Release Forms must be completed by all models upon check-in at the Model Desk. The model desk is located in the registration area of the Arena. These forms release ISSE and PBA from all liability but **do not release you** as the exhibitor/educator.
 - We recommend that all exhibitors/educators utilizing models obtain a separate release from each model. Please do not begin any service without a signed model release form. ISSE does not provide model release forms outside of its own.
- Exhibitors with **booth space of less than 300 sq/ft** who are not teaching in a classroom at ISSE are limited to **3 models per day**.
- Exhibitors with **booth space of 300 sq/ft or more and/or who are teaching in a classroom** at ISSE are limited to **12 models per day**. Additional model allotments may be added, **subject to ISSE/PBA approval**.

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- Show management will stamp hands of models for exhibitors/educators. No pre-registration arrangements are necessary. However, the model list must be submitted to <http://probeauty.org/model> **before** models arrive onsite.
- Models must check-in at the **Model Registration Desk** in the Arena. **Please make sure that your models check in through the entrance closest to your prep room! Models will not be permitted to cross the show floor before the floor opens!**
- PLEASE inform your models that they must provide your company name, **not their agency's name**, in order to receive a hand stamp. Copy and detach the bottom of this page, fill in the pertinent information and give a copy to each of your models.
- Please inform models where to report after their hand is stamped.

Copy and Distribute the below information to your models

MODEL NAME: _____

EXHIBITOR (COMPANY) NAME: _____

EXHIBITOR CONTACT NAME: _____

EXHIBITOR CONTACT PHONE NO.: _____

BOOTH NUMBER: _____ PREP ROOM: _____

ENTER CONVENTION CENTER THROUGH: ☐ Pacific Ballroom (Arena) Lobby

Once you have checked in at the Model Registration Desk and received your hand stamp, report to:

Days the model will need to be allowed into the show (Keep this with you)

☐ Fri ☐ Sat ☐ Sun ☐ Mon

Model must check in each day – arrive at least 15 minutes prior to your scheduled prep time!