

Dear Exhibitor,

We are pleased to welcome you back to the International Salon & Spa Expo (ISSE) June 25-26, 2022 in Long Beach CA. Thank you for your support as we all get back to the business we love! This Exhibitor Resource Guide, contains the tools you'll need to ensure a smooth-running and successful show experience.

Please note – new – for the 2022 event: As of mid-December, California state mandate requires all exhibitors and attendees to wear facial masks. Proof of vaccination status OR proof of a negative COVID test is required and will be verified with a form of identification. Pre-entry testing must be performed, within 24 hours for Antigen test or 48 hours PCR test, prior to entering the event. Please plan accordingly.

Below is a guide of items to be done that are outlined in the ERG. Please pay attention to those items due for 'all exhibitors' as it may affect your ability to get onto the trade show floor.

Due for ALL Exhibitors:

- ☐ Paid Balance for Booth
- ☐ Submitted TAX ID Form ([info](#))
- ☐ Submitted Approved Certificate of Insurance ([info](#))
- ☐ Submitted booth layout for approval (**RAW booths and/or those over 8ft in height**) ([info](#))
- ☐ Registered for Exhibitor Badges (coming soon)

Due for MOST Exhibitors:

- ☐ Confirmed Hotel Rooms ([info](#))
- ☐ Scheduled Advanced Shipments to GES ([info](#))
- ☐ Scheduled Direct Shipments to GES ([info](#))
- ☐ Ordered Internet Service ([info](#))
- ☐ Ordered Booth Carpet ([info](#))
- ☐ Ordered Additional Temporary Staffing as Needed ([info](#))
- ☐ Ordered Electrical/AV Services ([info](#))
- ☐ Ordered Lead Management Devices ([info](#))

Due for SOME Exhibitors:

- ☐ Submitted Sponsorship Needs (see your sales rep)
- ☐ Submitted EAC Notice of Intent ([Forms to GES](#)) (as needed)
- ☐ Ordered Additional Booth Security ([info](#))

Do not hesitate to contact us if you have questions about any of the information included in this ERG. If there is anything we can do to make your exhibiting experience more effective, please let us know. We look forward to working with you on this and future shows!

ISSE Show Management