

Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011600464/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520
Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last-minute services, order additional products; and to answer any questions you may have.

Show Information

All booths are measured in meters

Back & Side Wall: Hardwall
Ready Stand Carpet Color: Pepper

Ready Stand Package:

Floor Covering Mandatory: Yes
Furniture
Wastebasket
Electrical
ID Sign

Aisle Carpet Colors:

Main Aisles: White
Professional Section: Pepper
Cosmetic & Personal Care Section: Cayenne
Packaging & Contract MFG Section: Blue Jay

Discount Deadline Date

Thursday, July 5 GES orders must be received with payment by this date.

Exhibitor Move In

Wednesday, July 25	1:00 PM - 5:00 PM	Booths Over 60 sqm
Thursday, July 26	8:00 AM - 5:00 PM	Booths Over 24 sqm and Larger
Friday, July 27	8:00 AM - 5:00 PM	All International and Domestic Exhibitors
Saturday, July 28	8:00 AM - 6:00 PM	All International and Domestic Exhibitors

Show Hours

Sunday, July 29	10:00 AM - 6:00 PM
Monday, July 30	9:00 AM - 6:00 PM
Tuesday, July 31	9:00 AM - 3:00 PM

Exhibitor Move Out

Tuesday, July 31	3:00 PM - 10:00 PM
Wednesday, August 1	8:00 AM - 3:00 PM

Carrier Check-in Post-Show

Tuesday, July 31 7:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, August 1 3:00 PM All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES
Cosmoprof North America
(Your Company Name & Booth Number)
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:

June 21 - July 20, 2018
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.
Warehouse will be CLOSED on Wednesday July 4th, 2018 in observance of Independence Day

Direct Shipments to Show Site:

c/o GES
Cosmoprof North America
(Your Company Name & Booth Number)
Mandalay Bay Convention Center
3950 S. Las Vegas Blvd.
Las Vegas, NV 89119
USA

Shipments should arrive on:

July 25, 2018, 1:00 PM - 5:00 PM Booths Over 60 sqm
July 26, 2018, 8:00 AM - 5:00 PM Booths Over 24 sqm and Larger
July 27, 2018, 8:00 AM - 5:00 PM All International and Domestic Exhibitors
July 28, 2018, 8:00 AM - 6:00 PM All International and Domestic Exhibitors

Marshaling Yard Site Address:

Cosmoprof North America
(Your Company Name & Booth Number)
2982 West Post Road
Las Vegas, NV 89119
USA

G-1 041718 041918 011600464



Cosmoprof North America 2018

July 29 – 31, 2018 • Las Vegas, NV

Dear Exhibitor,

On behalf of the co-producers of Cosmoprof North America (CPNA), BolognaFiere (BF) and the Professional Beauty Association (PBA), we would like to extend a special welcome for exhibiting with us at the 16th Edition of Cosmoprof North America. We are pleased to present your CPNA 2018 Exhibitor Resource Guide (ERG). This guide is designed to give you the tools and information needed to ensure a smooth-running and successful show experience. The ERG includes information on booth furnishings and utilities, details on labor, shipping, badge registration, and much more.

Cosmoprof North America 2018 takes place over three days of exhibition and four days of networking. To make the most of your experience we recommend you take advantage of the **complimentary and paid marketing tools**, attend as many of the varied events, and participate in the one of a kind education offered throughout Cosmoprof North America 2018.

We understand you have entrusted your business to us and we don't take it lightly. Cosmoprof North America caters to all sectors of the beauty industry, as well as charity organizations that thrive through your generosity. There is no doubt that the passion, compassion, and overflowing hearts of our industry have been responsible for so much healing. Through natural disasters, political differences, domestic abuse, individual health concerns and unforeseen dangers this industry always comes together and your industry association will always stand by you.

For 51 years, Cosmoprof Worldwide Bologna, the flagship exhibition connected to both Cosmoprof North America and Cosmoprof Asia, has been a leading 360° worldwide event for the professional beauty sector and an international platform for the cosmetics and wellness industry. The worldwide Cosmoprof platform is dedicated to all sectors of the beauty industry: Perfumery and Cosmetics, Natural Products, Packaging, Machinery, Contract Manufacturing and Raw Materials, Beauty and Spa, Hair and Nails.

Every year, because of you, and a great deal of challenging work by the professional teams of PBA and BF, the exhibit floor grows and the opportunities to advance your business increases. This year alone an additional 75,000 gross square feet will give us our largest show to date. **Our layout and floor plan have changed as well. Please be sure you familiarize yourself with the new layout.** There is a full map in this ERG and online at www.cosmoprofnorthamerica.com.

Additionally, look for new curated areas, like Beauty Vanities, the new Packaging Forum Theater, more food and beverage outlets throughout the trade show floor, uniformed show management staff for easy visibility and Ask the Experts, a new section for one on one discussions with industry experts.

Noteworthy Items to Review:

Exhibitor Registration: New this year! Exhibitor Registration will be located near the Shark Reef and Food Court. Only Attendee registration will be located on the show floor in Bayside D. Don't miss the signage when you pass the Wedding Chapel!

PBA Membership: JOIN and SAVE! The pricing for many items or services is either lower than the retail along with value-added offers and benefits only afforded the PBA Member. Visit the PBA booth in the Professional section. **Discover COSMOPROF TRENDS FROM AROUND THE WORLD:** Stop by the BF Cosmoprof booth during the 3-day event to see trends in finished beauty products as well as innovations in packaging / contract manufacturing that were unveiled at the 2017 COSMOPROF ASIA & 2018 COSMOPROF WORLDWIDE BOLOGNA events.

Due Dates: Many of the available items, from hotel rooms, electricity, insurance forms, and booth diagrams and badge requests have due dates that if missed can be quite costly.

Hotel Room Reservations: Par Avion, is the only official housing company for CPNA. Hotel scamming is at its highest level and shows no signs of stopping. Not using the official housing company makes it more difficult to negotiate better rates for us all in general. The more rooms we reserve as a group, the more bargaining power we have, and the more you save in the end! If it doesn't say CPNA official housing company, or Par Avion Housing, think twice and contact me for verification. Once you pay these people, there is little I can do to get your money back.

First Time Exhibitors: Arrive early to Las Vegas and sit down to lunch with our team to find out what you can do on site to make your show more successful. Follow up after the show and let us know if we met your expectations. However, plenty can be done prior to ensure a success; see the "Marketing" section.

Welcome Reception: First opportunity to see old friends and make new ones as well. **Special guest appearance by a Grammy Award winning artist** will make this not to miss event.

City of Hope Spirit of Life Award honoring Deborah Carver, Founder and President of Creative Age Publications. Please consider attending or at least donating to help this worthy cause.

Business Forum: Industry update, by Steve Sleeper, PBA Executive Director, for members and non-members alike, will bring you tips on how to take your businesses, careers, and your profession to a higher level. After breakfast, Keynote speaker, **Peter Sheahan**, Founder & CEO of Karrikins Group will present on the topic of **Accelerated Growth**. (Sunday, 7/29 at 7:30am)

North American Hairstyling Awards (NAHA) celebrates the artistry and skill of beauty professionals in the most prestigious photographic hairstyling competition in North America. Winners in all 14 categories will be announced on the evening of Sunday, July 29 at the Mandalay Bay.

Education: includes specialized education for manufacturers, retail buyers, product development decision makers, distributors, OTC's and Spa Managers to name a few. The third annual **Entrepreneur Academy** will sell out once again, so buy your tickets now.

There are many more items and programs inside this guide that you can use to ensure this is a successful event for you and for your company. If you can't find what you're looking for inside this ERG, do not hesitate to contact your Sales Manager or any one of our show management staff.

Finally, from everyone at the Professional Beauty Association, BolognaFiere, the North American Beauty Events Board of Directors, the Mandalay Bay Convention Center and GES, thank you again for participating in the 16th edition of Cosmoprof North America. Coming back to Las Vegas ensures the lives lost will never be forgotten and the human spirit will persevere through the toughest odds. We honor the men and women who lost their lives and those that came to assist afterwards to restore a sense of normalcy. Thank you again.

Sincerely,



Eric Z Horn, CMP

Show Director, Cosmoprof North America

Associate Executive Director, Professional Beauty Association

PBA MEMBERS RECEIVE
**SHOW BENEFITS
& DISCOUNTS**

COSMOPROF
NORTH AMERICA LAS VEGAS
HOSTS

PBA Beauty
Week

FREE DRAYAGE, HANDLING, DISCOUNTS & PERKS

- 300 lbs. of drayage (this should cover a portion of the cost to move your exhibit material within the convention center)
- 10% off installation/de-installation labor, automatically credited to your GES convention services onsite invoice
- Discounted small package handling rate – flat rate of \$5! (up to 50 lbs.)

PBA MEMBER LOUNGE

- Enjoy access to the exclusive PBA Member Lounge located adjacent to PBA booth #3151 & #3181. Complimentary refreshments, free internet access, networking and VIP amenities for PBA members only.

DISCOUNTS ON EDUCATION & SPECIAL EVENTS

- 45% off tickets to the [PBA Distributor Workshop](#)
- 23% off tickets to business education at [Cosmoprof North America](#)
- 20% off tickets to the PBA [Business Forum](#) at [Cosmoprof North America](#)
- 16% off tickets to the North American Hairstyling Awards ([NAHA](#))
- Exclusive access to our PBA Member Lounge at Cosmoprof North America

Not a business member yet with PBA?

**JOIN TODAY TO RECEIVE THESE GREAT BENEFITS
MEMBERSHIP STARTS AT ONLY \$175!**

PROBEAUTY.ORG/JOIN

EDUCATION

- Discounted tuition and/or admission to PBA produced education events, competitions, and programs
- Complimentary [live education webcasts](#)

RESOURCES

- [PBA Member Tile](#) for use on your website and printed collateral
- Access to entire library of [Business Blueprints](#)
- Discounts on publications, education and business services offered through the National Association of Wholesaler-Distributors ([NAW](#))

PUBLICATIONS

- Free subscription to [American Salon](#)
- Free subscription to [Beauty Store Business](#)
- Free subscription to [Modern Salon](#)
- One-year digital subscription to the [Beauty Industry Report](#) (new subscribers only)

RESEARCH

- Discounted pricing & member-only access to valuable [industry research](#)
- Complimentary access to the [National Salon/Spa Industry Tracking Survey](#), Salon/Spa Industry profile and many other industry reports
- Exclusive access to the PBA [Market Shipment Study](#)
- Exclusive access to the PBA [Distributor Benchmarking Survey](#)

NETWORKING & BUSINESS DEVELOPMENT

- Business listing within our online [membership directory](#)
- Various association [volunteer opportunities](#) and ability to serve on the Advisory Council and Board of Directors
- Access to connect with our network of beauty professionals across the country
- [Press releases](#) highlighting members and/or member companies that are published on our [PBA blog](#).



EVENTS STAFF LISTING

North American Beauty Events

NORTH AMERICAN EXHIBITORS

480-455-3461

For questions on booth sales, advertising, or sponsorships contact:

Toni Davis – Director of Sales
x3443 toni@probeauty.org

Trisha Thiede – Sales Representative
X3432 trisha@probeauty.org

Heather Guinta – Sales Support
X3429 heather@probeauty.org

For questions on your booth, move-in/out, rules and regulations, contact:

Heather Guinta – Sales Support
X3429 heather@probeauty.org

For questions on registration, contact:

Gina Moon – Event Operations Coordinator
x3456 gina@probeauty.org

Chris Kline – Event Operations Manager
x3425 ckline@probeauty.org

NORTH AMERICAN EXHIBITORS

NABE North American Sales Office
15825 North 71st Street, #100
Scottsdale, AZ 85254 USA
Tel.: 480.455-3461
Fax: 480.905.0708

INTERNATIONAL EXHIBITORS

BolognaFiere S.p.A.
Viale della Fiera 20
40127 Bologna - Italy
Tel.: +39.051.282.848
Fax: +39.051.637.4022

COSMOPROF

NORTH AMERICA LAS VEGAS

This checklist is designed to benefit you in planning your Cosmoprof North America exhibit.
We encourage you to make copies of this list for your show staff.

Deadline	Task	Contact	Date Done
April 2018			
1st	Final payment for booth space	Heather Guinta 480-455-3429	
May-2018			
25th	Ad Deadline (Promotional Opportunities, Show Directory)	Libby Griffiths 480-455-0457	
25th	Official Exhibition Directory Entry	Heather Guinta 480-455-3429	
25th	Certificate of Liability Insurance	Rainprotection Insurance 800-528-7975	
25th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Heather Guinta 480-455-3429	
25th	Exhibitor Appointed Contractor (EAC) Form	Heather Guinta 480-455-3429	
June-2018			
4th	Exhibitor Badge Registration Opens	Experient +1 800-310-7554	
18th	Electrical Orders	Mandalay Bay Convention Center	
18th	Catering Orders	Mandalay Bay Convention Center	
18th	Audio-Visual Orders	Mandalay Bay Convention Center	
18th	Telephone/Network Orders	Mandalay Bay Convention Center	
21st	Advance Shipments may begin arriving at Warehouse	GES +1 800-475-2098	
July-2018			
5th	Discount Deadline for GES Orders	GES +1 800-475-2098	
6th	Hotel Reservations - Deadline for Discount Rates	Par Avion +1 800-826-8133	
9th	Discount Deadline for Mandalay Bay Services	Mandalay Bay Convention Center	
20th	Last Day for Advance Shipments without surcharge	GES +1 800-475-2098	
25th-28th	Direct Shipments to Exhibit Site	GES +1 800-475-2098	

Visit us online at www.cosmoprofnorthamerica.com for all your ordering needs!



OFFICIAL SERVICE PROVIDERS

Cosmoprof North America 2018

This Exhibitor Resource Guide contains all official vendors contracted to serve the exhibitors of Cosmoprof North America 2018. Use of other vendors not listed in this manual may result in additional costs to you.

GENERAL SERVICE CONTRACTOR

Global Experience Specialists (GES)
7000 Lindell Road
Las Vegas, NV 89118
Phone: 702-515-5970
Toll Free: 800-475-2098
Fax: 866-329-1437
www.ges.com

FLORIST

ShowPlants
2329 Ozark Plateau Dr.
Henderson, NV 89044
Phone: 702-740-4704
Fax: 702-740-4705
Email: showplants@cox.net

TEMP STAFF

Trade Show Temps
info@tradeshowtemps.net
Phone: 888-748-3677
www.TradeShowTemps.net

REGISTRATION

Experient
Phone: 240-439-2554
Toll Free: 800-310-7554
Fax: 301-694-5124
cpnaexh@experient-inc.com

BOOTH SECURITY

Show-Time Services
8332 Lambert Drive
Huntington Beach, CA 92647
Phone: 714-397-3871
www.show-timeservices.com

**ELECTRICAL, AV, TELEPHONE, NETWORK,
SECURITY, CATERING, BOOTH CLEANING,
RIGGING, AIR & WATER** (Exclusively provided by
Mandalay Bay Conv. Center)

Mandalay Bay Convention Center
Order Processing Department
3970 Las Vegas Blvd South
Las Vegas, NV 89119
Phone: 855-408-1349
www.mandalaybayexhibitorservices.com

HOTEL RESERVATIONS

Par Avion Meetings & Conventions
15901 Hawthorne Blvd, Suite 440
Lawndale, CA 90260
Phone: 800-826-8133
Fax: 310-649-3554
www.cosmoprofnorthamerica.com

HEADQUARTER HOTEL

Mandalay Bay Resort & Casino
3970 Las Vegas Boulevard South
Las Vegas, NV 89119

ADDITIONAL HOTELS

Luxor

Excalibur

Delano (formerly THE Hotel)

AIR TRAVEL / AUTO RENTAL

Par Avion Meetings & Conventions
15901 Hawthorne Blvd, Suite 440
Lawndale, CA 90260
Phone: 800-826-8133
Fax: 310-649-3554
www.cosmoprofnorthamerica.com



- Copies of all forms faxed, e-mailed or mailed to any of the vendors in this manual, including CPNA official forms
- Business cards
- Tape (packing tape and "scotch" tape)
- Box cutter
- Return address shipping labels
- Screwdrivers
- Stapler and staples
- Scissors
- Thumb tacks
- Paper clips
- Calculator
- Pens, scratch paper
- Rubber bands
- "Post-it" notes
- Ruler
- Tissues
- Calendar
- Candy and bowl
- Paper towels and spray cleaner
- Telephone (if you order telephone service, you may use your own phone to avoid paying a refundable deposit)
- List of your Customers or Buyers
- Price lists for the different types of buyers that will stop by your booth (distributor, wholesale, international, OTC or specialty store, salon owner, etc.)

This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

15



GENERAL INFORMATION

Cosmoprof North America 2018

July 29 – 31, 2018 • 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: www.cosmoprofnorthamerica.com. **Please refer to the registration instruction form provided within this manual.** It is a violation of show rules to order badges for any person who is not connected to the exhibiting company. Positive identification will be required at the Cosmoprof North America registration desk.

IMPORTANT – PLEASE READ

Due to the increased fraudulent use of exhibitor badges, Cosmoprof North America will **NO LONGER PERMIT** one representative from an exhibiting company to pick up all exhibitor badges for that company. Each registered exhibitor must present valid photo ID at Exhibitor Registration to receive their badge. Exhibitor registration opens on Friday, July 27 at 1pm. A badge is required to enter the show floor.

CARPET COLORS

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

Professional Beauty: Pepper

Cosmetics & Personal Care: Cayenne

Packaging & Contract MFG: Blue Jay

CATERING (Exclusive to Mandalay Bay Convention Center)

The exclusive caterer for the Mandalay Bay Convention Center is Mandalay Bay Resort & Casino. Exhibitors requiring catering in their booths may contact Mandalay Bay Convention Center Order Processing Department at 702-322-3000 or order online at MandalayBayExhibitorServices.com. Food & Beverage cannot be brought in from any source other than Mandalay Bay Resort & Casino, or 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! CPNA 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** area designated for all sections will be located in the temporary parking lot. This lot is located directly across the street from the former MBCC parking lot. The entrance to this lot is located on Four Seasons Drive. CPNA will have signage for the **Cartload Area**. CPNA, at its own expense, will hire GES personnel to cartload lightweight exhibitor



GENERAL INFORMATION

Cosmoprof North America 2018

July 29 – 31, 2018 • Las Vegas, NV

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, communicate with Show Management. **This very special service will be available to all sections during the following “exhibitor set-up” hours:**

- **Saturday, July 28 8:00am - 5:00pm**

INSURANCE

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.

The exhibitor must ensure that there is a valid insurance policy in existence prior to it seeking access to the Mandalay Bay 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 8, 2018** before access to 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.

All exhibits are brought to, displayed at and removed from the Mandalay Bay Convention Center at the exhibitor's own risk and should be safeguarded by the exhibitor at all times.

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 cancelled 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 as a result of any cancellation, postponement and alteration in character or reduction in scale of the exhibition. Generally, participation by the exhibitor in the exhibition is solely at the exhibitor's own risk.



GENERAL INFORMATION
Cosmoprof North America 2018
July 29 – 31, 2018 • Las Vegas, NV

OFFICIAL INSTALLATION (SET-UP) HOURS FOR ALL SECTIONS & MEETING ROOMS

Wednesday, July 25	1:00 pm – 5:00 pm	(Targeted: 60sqm and above)
Thursday, July 26	8:00 am – 5:00 pm	(Targeted: 60sqm and above)
Friday, July 27	8:00 am – 5:00 pm	
Saturday, July 28	8:00 am – 5:00 pm	

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

Tuesday, July 31	3:00 pm – 10:00 pm
Wednesday, Aug 1	8:00 am – 3:00 pm

DO NOT tear-down before 3:00 pm on Tuesday, July 31st — 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

Professional Beauty
Cosmetics & Personal Care
Packaging & Contract Manufacturing
Meeting Rooms

REGISTRATION HOURS

Exhibitor badges may be picked up at Exhibitor Registration located in Bayside D of the Mandalay Bay Convention Center during official registration hours:

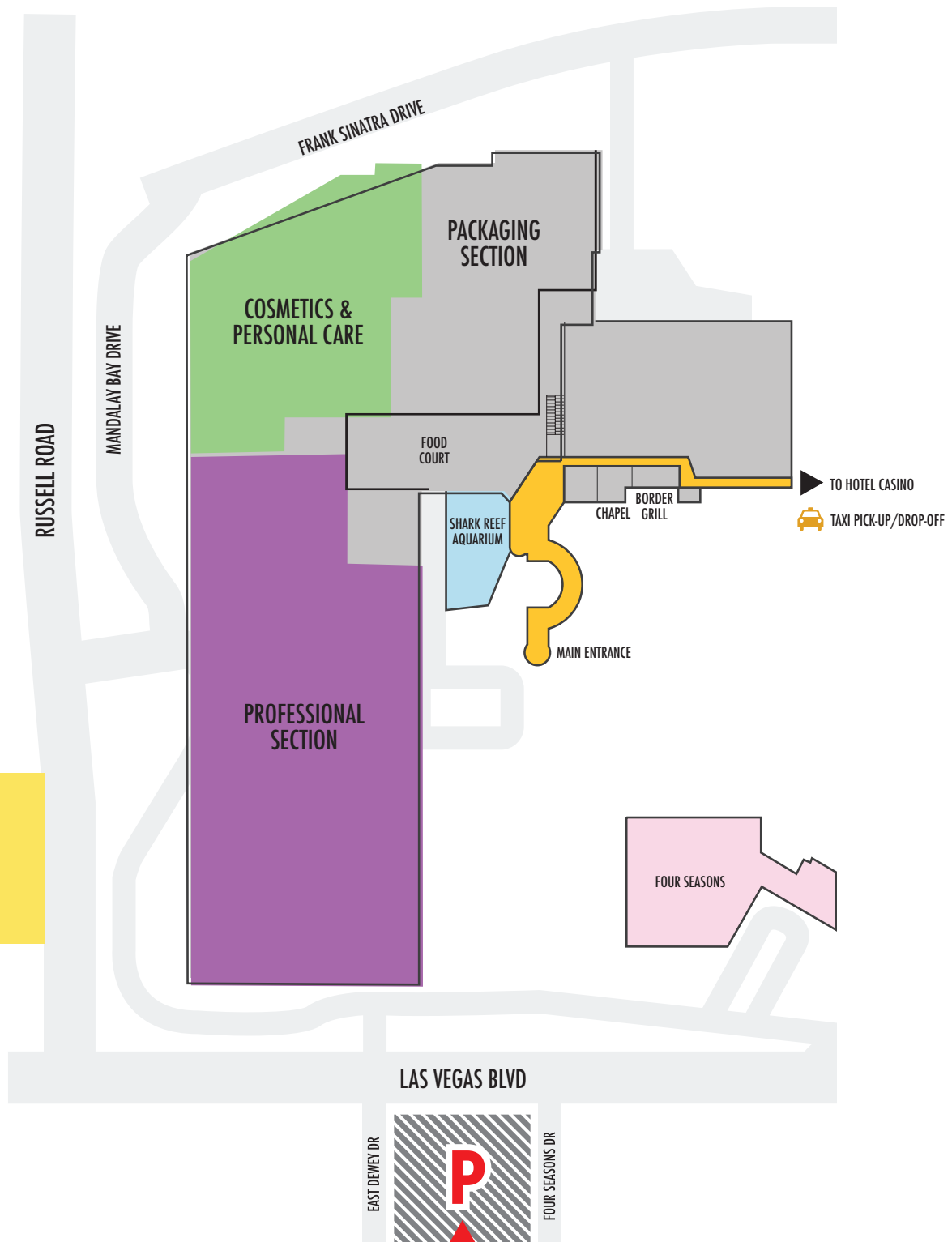
Wednesday, July 25	Target Only (60sqm and above) Wristbands to be given by Security
Thursday, July 26	Target Only (24sqm and above) Wristbands to be given by Security
Friday, July 27	1:00 pm – 5:00 pm
Saturday, July 28	8:00 am – 5:00 pm
Sunday, July 29	7:30 am – 6:00 pm
Monday, July 30	7:30 am – 6:00 pm
Tuesday, July 31	7:30 am – 3:00 pm

If you have any questions regarding registration policies, please call Cosmoprof North America Registration Support Services: (800.310.7554; 240.439.2553).

SHOW HOURS FOR ALL SECTIONS & MEETING ROOMS

Sunday, July 29	10:00 am – 6:00 pm
Monday, July 30	9:00 am – 6:00 pm
Tuesday, July 31	9:00 am – 3:00 pm

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



CHECK-IN FOR CARTLOAD SERVICE
 AFTER CHECK-IN, YOU WILL BE DIRECTED TO THE MBCC FOR
 CARTLOAD SERVICE IN ORDER OF ARRIVAL

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Fire & Public Safety Requirements For Assembly Areas Fire Marshall Requirements

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.
- Back staging and rear screen projection guidelines:
 - No storage boxes, musical cases, etc. may be stored behind staging.
 - Hipertane cable protectors must be used to ramp all cable 1" in diameter or greater. Ramp all cable leaving a function room to an outside area.
 - All wires less than 1" in diameter must be taped down with gaffer's tape.
 - If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
 - Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- Smoking is prohibited in all exhibit hall and meeting areas during move-in and move-out. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, lettering a minimum of three (3") high. If smoking is permitted during an event, approved noncombustible ashtrays must be provided throughout the area and monitored regularly.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require MBCC to manually zone down any section of our fire safety system. Special effects would be, but are not limited to, fog machines, pyrotechnics and cooking. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the Convention Services Department along with a schedule of the times that MBCC is to manually zone down.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. All carton, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your Convention Services Manager 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- All exhibit booths with solid covers and that exceeds 1,000 square feet in area, in a sprinklered building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
 - Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacturer's instructions.
 - Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth Extinguisher should be mounted near exit door.
- Provide 24 hour fire watch for all covered booths in accordance with the following:
 - Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
 - Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
 - Fire watch personnel may not be utilized for other than fire watch duties.
 - When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

- If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- There is no smoking in exhibit halls during any show having manufactured homes and multi-level booths, either covered or uncovered.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and must have two (2) means of egress from upper levels.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the Clark County Fire Department.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service, and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated "No Freight" aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non-display vehicles exit the show floor.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on MBCC grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your Convention Services Manager and the Fire Marshall. There is a labor and equipment charge to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense. When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your Convention Services Manager must receive your pyrotechnic plans in writing.

The Clark County Fire Department also requires special permits for the following:

- Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Display or operation of any electrical, mechanical or chemical device that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.

Safety Self Inspection Checklist

Exiting:

Are the exits clearly marked/identified?	Yes	No
Are exit signs illuminated?	Yes	No
Do doors easily open?	Yes	No
Are doors blocked in any way?	Yes	No
Are aisle ways and corridors clear of obstructions?	Yes	No
Is the emergency lighting operational?	Yes	No
Are barricades used for crowd control?	Yes	No
Has the use of barricades been approved?	Yes	No

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Fire Extinguishers:

Are extinguishers type 2A10BC?	Yes	No
Are extinguishers mounted?	Yes	No
Are extinguishers accessible?	Yes	No

Fire Lanes:

Are they kept open for fire apparatus?	Yes	No
--	-----	----

Occupancy Maximums and Overcrowding:

Occupancy signs posted?	Yes	No
-------------------------	-----	----

Open Flames and Candles:

Are open flames or candles being used?	Yes	No
Have permits for open flames or candles been obtained?	Yes	No

Decorative Materials:

Are decorative materials being used?	Yes	No
Have flame resistance certificates been provided?	Yes	No
Have decorative materials been maintained in flame resistant condition?	Yes	No

Cooking Demonstrations and Food Product Displays

- MBCC will allow cooking demonstrations only with the prior approval of your Convention Services Manager, and the Clark County Fire Department. All necessary permits for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the Event, plus you will need Clark County Health District itinerant permits to serve food. All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department (as required). The 1997 UNIFORM FIRE CODE per the Clark County Fire Department states that all commercial cooking operations must comply with Article 10, Section 1006:

Section	Description
1006	Protection of Commercial Cooking Operations
1006.1	Ventilating Hood and Duct Systems. A ventilating hood and duct system shall be provided in accordance with the Mechanical Code for commercial-type food heat-processing equipment that produces grease-laden vapors.
1006.2.1	Where required. Approved automatic fire-extinguishing systems shall be provided for the protection of commercial type cooking equipment. Exception: The requirement for protection does not include steam kettles and steam tables or equipment, which as used does not create grease-laden vapors.
1006.2.2	Type of system. The system used for the protection of commercial-type cooking equipment shall be either a system listed for application with such equipment or an automatic fire-extinguishing system that is specifically designed for such application. Systems shall be installed in accordance with the Mechanical Code, their listing and manufacturer's instruction. Other systems shall be of an approved design and shall be of one of the following types: <ol style="list-style-type: none"> 1. Automatic sprinkler system 2. Dry-chemical extinguishing system 3. Carbon dioxide extinguishing system 4. Wet-chemical extinguishing system
1006.2.3	Extent of protection
1006.2.3.1	General. The automatic fire-extinguishing system used to protect ventilating hoods and ducts and cooking appliances shall be installed to include cooking surfaces, deep fat fryers, griddles, upright broilers, char broilers, range tops and grills. Protection shall also be provided for the enclosed plenum space within the hood above filters and exhaust ducts serving the hood.
1006.2.3.2	Carbon dioxide systems. When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6,096 mm) and horizontal ducts exceeding 50 feet (15,240 mm). Dampers shall be installed at either the top or bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system.
1006.2.4	Automatic, power, fuel and ventilation shutoff.

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

- 1006.2.4.1 General. Automatic fire-extinguishing systems shall be interconnected to the fuel or current supply for the cooking operation and arranged to automatically shut off all equipment under the hood when the system is actuated. Shutoff valves or switches shall be of a type that require manual operation to reset.
- 1006.2.4.2 Carbon dioxide systems. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.
- 1006.2.5 Special provisions for automatic sprinkler systems. Commercial-type cooking equipment protected by automatic sprinkler systems shall be supplied from a separate, readily accessible indicating-type control valve that is identified. Extinguishing systems shall be serviced at least every six (6) months or after activation of the system. Inspection shall be by qualified individuals, and a Certificate of Inspection shall be forwarded to the Fire Marshall upon completion. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.
- Exception: Frangible bulbs need not be replaced annually.
- 1006.2.7 Portable fire extinguishers. A sodium bicarbonate or potassium bicarbonate dry-chemical-type portable fire extinguisher having a minimum rating of 40-B shall be installed within (30) feet (9,144 mm) of commercial food heat-processing equipment, as measured along an unobstructed path of travel, in accordance with U.F.C. Standard 10-1.
- 1006.2.8 Operations and maintenance. The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.
- If grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.
- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises. Sprinklers used for protection of fryers shall be listed for that application and installed in accordance with their listing.

These codes are subject to change without notice.

Exhibit Floor Plans

- Your Service Contractor is responsible for preparing your floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays. External displays must be approved by MBCC and the Clark County Division of Zoning. It is important that these plans be submitted and approved prior to selling the first booth to avoid charges and/or corrections. Should your plan require modifications, approval of the modification must be obtained from Clark County Fire Department no later than 30 days prior to your first day of move-in. Any alterations must be resubmitted and reapproved by the Clark County Fire Department. Any unauthorized room changes may result in delaying these events. Fire Exits and signs must be visible and cannot be obstructed in any manner.

We require 10 copies of the Fire Marshall approved floor plans for exhibitors 90 days prior to your first day of move-in.

Floor plans must be drawn to scale for all areas indicating the location of:

- Counters and tables
- Props
- All other plans for space
- Food areas, with layouts
- All structures (archways, fencing, etc)
- Registration area (s)
- Signage and banners
- Security/Decorator Space

Final approval for all floor plans include the following basic requirements and are made by the Clark County Fire Department:

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisle widths must meet Clark County Fire Department Codes
- Access to restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) foot clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- Dimensions of the entire area to be occupied and gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats and the like.
- Location of all food areas-table, chairs, props, etc.
- Size, location, and construction of booths.
- Location and width of all exits. Exiting required, exiting provided, and number of exits used.
- Contact person and telephone number
- Move-in dates, show dates, and move-out dates.
- Key of scale used.
- Name of event and location

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Meeting/Function Space

MBCC is equipped with a AUTOCAD 2004 system for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall at a nominal charge, except that you will be responsible for the application fee. See your Convention Services Manager for a price structure. All set up requirements for your function(s) must be given to your Convention Services Manager no later than 75 days prior to your function(s).

In accordance with the Clark County Uniform Fire Code, all functions with attendance greater than 300 people require a Fire Marshall approved diagram on the premises for and during each event. It is your sole responsibility to contact the Fire Marshall a minimum of 30 days prior to your scheduled function(s) and submit to the Fire Marshall, in writing, three floor plans and appropriate documentation for any functions with attendance greater than 300 people. A Fire Marshall approved floor plan is to be forwarded to your Convention Services Manager and Catering Manager no later than 30 days prior to the event. A Fire Department stamped plan for each qualified event must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Uniform Fire Code to exhibitors in your exhibit hall or display area. You acknowledge and warrant that MBCC is not responsible to any meeting planner, organizer or other third party hired by you to assist with the development, marketing, organization or implementation of your function(s). Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not, under any circumstances, be allowed to occur.

Diagrams, along with 3 copies, must be submitted to MBCC to:

Clark County Fire Department
Fire Prevention Bureau
575 East Flamingo Road
Las Vegas, NV 89119
(702) 455-7311

If you do not forward an approved floor plan, or contact us regarding your room set up 30 days prior to your event, we will create and submit a plan for your Event (excluding trade show plans). You will be charged for this service and you will be limited to the room layout that we have chosen, submitted and had approved.

• The following must be shown on the diagram for your event:

1. Drawn to standard scale.
2. Size, location and construction of booths, decorative sets or any object taking up floor space in the room.
3. Dimensions and square footage of the entire function room/area.
4. Maximum occupant load permitted in function room/area.
5. Table and chair/seating locations.
6. Width of all aisles.
7. Location and width of all fire exits (lineal feet of existing required and approved).
8. Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
9. Name of contact person and phone number.
10. Move-in and move-out dates.
11. Function room name.
12. Function name.
13. Name and address of hotel.
14. Type of convention/special event (Display items: Equipment, materials, vehicles and food service areas)
15. Occupancy.
16. Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department.
17. Perimeter/screen draping.
18. Reference 1997 Uniform Fire Code

Pyrotechnics

Pyrotechnics

The company providing the pyrotechnics must submit to MBCC and the Clark County Fire Marshall an insurance binder indemnifying Clark County and Mandalay Resort Group, its subsidiaries and affiliates. Pyrotechnics will not be allowed without submission of this binder. The binder is to be copied to Robert Marchino, Safety Coordinator. The Fire Marshall must be called in for a full test of the pyrotechnics prior to the actual event.

Hazers

Because we never know what type of hazers will set off MBCC fire Safety system, any type of hazers used (chemical or oil) will require that the Fire Safety system be disabled.

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Fire Safety System Disablement

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to be dedicated to watch the console in the Fire Command room. A second engineer must be located in the room being used. An employee of the Fire Safety System provider is required to be in the Fire Command room with the engineer. At least two MBCC security guards are required to be present in the area that is disabled to watch for smoke or fire and to respond to any problems that the engineer in the Fire Command room spots. Depending on the particulars of the event, additional security guards may be required as deemed necessary by the Director of Security. Costs for these personnel are as follows:

Hazing

During rehearsal and function time the cost is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics

During actual function times is the rate is \$100.00 per hour. These costs begin one (1) hour prior to the required time and continue one (1) hour after ending time to permit enabling and disabling of the system.

Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department and the MBCC.

Pyrotechnics for special events (show opening, ribbon cutting, etc) presented by Show Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department
Fire Prevention Bureau
575 East Flamingo Road
Las Vegas, NV 89119
Telephone: (702) 455-7122
Fax: (702) 455-7347

Upon written approval from the Clark County Fire Department, please forward the plan to your Convention Services Manager at least (30) days prior to the scheduled event.

Vehicle-Exhibits

According to the Clark County Fire Department, the 1997 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

Section	Description
2505	Liquid-fueled and gas-fueled vehicles and equipment
2505.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.
2505.2	Displays
2505.2.1	General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505.2
2505.2.2	Batteries. Batteries shall be disconnected in an approved manner.
2505.2.3	Fuel Systems.
2505.2.3.1	Fueling. Vehicles or equipment shall not be fueled or defueled within the building.
2505.2.3.2	Quality limit. Fuel in the fuel tank shall not exceed one eighth of the tank.
2505.2.3.3	Inspection. Fuel systems shall be inspected for leaks.
2505.2.3.4	Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.
2505.2.4	Location. The location of vehicles or equipment shall not obstruct or block exits.
2505.3	Competitions and Demonstrations
2505.3.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505.3
2505.3.2	Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
2505.3.3	Fueling. Refueling shall be performed outside the building at an approved site.
2505.3.4	Spills. Fuel spills shall be cleaned up immediately.

These codes are subject to change without notice.

G-8 031418 041918 011600464

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Cosmoprof North America
Mandalay Bay Convention Center
July 29 - 31, 2018

Vehicle-Exhibits (continued)

Automobiles or other fuel powered vehicles of any nature must follow the following guidelines:

1. Less than 1/8 tank of fuel.
2. Batteries to be removed or disconnected.
3. Locking gas caps or caps sealed with tape.
4. Ignition keys removed.
5. Propane tanks to be removed.
6. Each vehicle must be equipped with its own fire extinguisher.
7. Visqueen or other protective covering approved by MBCC placed underneath vehicle.

Special Permits

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.

G-8 031418 041918 011600464

The Cosmoprof North America (CPNA) event takes place July 29 – 31, 2018 in Las Vegas. Through the use of control guidelines (hard walls) and color combinations, a professional atmosphere will be created. This document outlines the requirements placed upon the leasing exhibitors in order to ensure continuity and controlled expression throughout.

Cosmoprof North America is strictly a Business-to-Business event. **"Cash and Carry" of product(s) and/or services is strictly prohibited.** Exhibitors are encouraged to express their individuality through creative planning, lighting, graphic signage and other presentation techniques. The interior space should express the individuality and character of your company within a professional manner.

For the mutual benefit of all leasing exhibitors, you are required to comply with the design criteria. Review of designs and any interpretation required of the design criteria will be made through CPNA.

Exhibitors should carefully read the sections of this manual pertaining to the wall system being implemented for space. This document describes first, the existing conditions to be provided by CPNA, and second, the general criteria describing guidelines that are to be followed. The exhibitor or his agent must design and supply all display, furnishings, decorative items, etc. Please review the information provided in this Exhibitor Resource Guide on furnishings and other services provided by GES Exposition Services, the official show contractor.

Floorplan Layouts. The floor plan can be viewed online at: www.cosmoprofnorthamerica.com. Please review the layout carefully before you prepare your booth display.

TERMS AND CONDITIONS

TERMS OF REFERENCE

In these Terms and Conditions the following definitions shall apply:

- **"Contract"** shall mean the contract established between the Exhibitor and the Show Organizers upon the Exhibitor accepting the offer of the Organizers to participate, under these Terms and Conditions, in the Exhibition.
- **"Exhibition"** shall mean the Exhibition stated on the Application Form.
- **"Exhibition space"** shall mean any space in the Mandalay Bay Convention Center licensed to the exhibitor by the organizers for the purpose of the exhibition, under these terms and conditions.
- **"Exhibitor"** shall include the person described as such in the Application Form and all employees and agents of such person and shall also include permitted sub-licensees of the Exhibitor.
- **"Exhibitor's Manual"** shall mean the manual supplied by the Organizers to the Exhibitor which contains information relating to the Exhibition and the Exhibition Space and other matters (as amended from time to time).
- **"Fees"** shall mean the amount payable for the use of the Exhibition Space (as specified in the Application Form).
- **"Mandalay Bay Convention Center"** shall mean the Convention Center named in the Application Form.
- **"Organizers"** shall mean North American Beauty Events LLC.
- **"Show Management"** shall mean the owner/proprietor/operator/manager for the time being of the Mandalay Bay Convention Center.