



**The Cosmetic Bootcamp FALL 2016: For Core Aesthetic Providers
October 14-16, 2016
Las Vegas, NV at the Four Seasons Hotel**

EXHIBITOR KIT

**** ALL FORMS CAN BE FOUND ON THE WEBSITE AT: [Fall CBC Exhibitor Information and Forms](#)**

⇒ **MEETING LOCATION:** Four Seasons Hotel Las Vegas
3960 Las Vegas Blvd South
Las Vegas, NV 89119

⇒ **EXHIBITS ARE LOCATED IN THE ACACIA BALLROOM II**

Set up **Friday, October 14, 2016 – 8:00 am – 5:00 pm**
There is a reception in the exhibit hall beginning at approximately 5pm. If you plan to set up late, please notify Meeting Designs.

Break Down **Sunday, October 16, 2016 after 1PM (time approximate after lunch)**
Exhibits need to be cleared from the exhibit area by Sunday at 5:00 pm. Please make your own arrangements to have your exhibits broken down and shipped out.

Hours of Operation* ***The Exhibits are open during all meeting times. Below are key opportunities to connect with attendees.***

Friday, Oct. 14	Reception in the Exhibit Hall 5:00 pm – 6:00 pm (time approximate)
Saturday, Oct. 15	7:00 am Breakfast; 10:30 am Meeting Break; 12:00 pm Lunch; 3:00 pm Break; 5:00 pm Reception
Sunday, Oct. 16	7:00 am Breakfast; 9:15 am Meeting Break; 12:00 pm Lunch

***Note that times are subject to change. Please check the agenda online for most current information.**

Booth/table location Your final location on the exhibit floor will be emailed closer to the meeting. Please be sure all shipments identify the company name.

⇒ **HOTEL FORMS :**

These forms must be completed and returned prior to attending. You can download the packet that includes Credit Card Authorization, Shipping, A/V rentals. [Four Seasons Shipping, CC auth form and A/V rental form](#)



⇒ **SHIPPING**

The Four Seasons requires a cc authorization form to be on file for all incoming/outgoing shipments. Your materials will not be delivered without this. Shipping document and cc authorization form can be [Downloaded HERE](#).

SHIPPING DATES

EXHIBIT MATERIALS should arrive between **Monday October 10 and Thursday October 13, 2016.**

Please see the inbound/outbound package fees in the Four Seasons Hotel Exhibitor Packet. There is a fee for storage if materials arrive early/depart late.

MATERIALS FOR ATTENDEE INSERTS

MATERIALS FOR TOTE BAGS should arrive no later than **10:00 am Wednesday October 12.** Any items arriving after this will **NOT** be placed in the tote bags. Silver Level and above supporters are entitled to include inserts in the attendee bags. Quantity of 150 is needed. Please let **Laura Pincus** at Meeting Designs (lpincus@mdmeetingdesigns.com) know what you are shipping and the tracking information so we can plan accordingly. **BE SURE YOUR BOX IS PACKED SEPARATELY FROM YOUR OTHER MATERIALS, AND MARKED PROPERLY FOR TOTE BAGS.**

TRACKING

Please send **Laura Pincus** (lpincus@mdmeetingdesigns.com) your tracking numbers to insure proper delivery of your materials. **MAKE SURE YOUR BOXES ARE LABELED APPROPRIATELY FOR EITHER EXHIBIT SPACE OR FOR ATTENDEE TOTE BAGS.**

⇒ **SAMPLE SHIPPING LABEL**

Four Seasons Hotel Las Vegas 3960 Las Vegas Blvd South Las Vegas, NV 89119 Cosmetic Bootcamp – October 14-16/ Hold for Karen Dennis Exhibitor/Company Name: _____ Contents: _____ <input type="checkbox"/> Place at Booth <input type="checkbox"/> for attendee tote bag (check one) Box ____ of ____

The Four Seasons will also collect any boxes for your return shipment after the Conference. Please bring a shipment label with you if possible. The Four Seasons will also have shipment forms for you to complete at the end of the program if needed.



⇒ **BADGES AND ATTENDEE REGISTRATION**

Access to the Exhibit Area/Meal functions will require a badge. Please register each attendee on-line as below:

1. Go to [CBC Fall Meeting Registration Link](#)
 - <https://www.cvent.com/events/cosmetic-bootcamp-fall-2016-for-the-core-aesthetic-hcp/registration-e4e2ef3dc5ba4c7fa06e52de2f293abf.aspx>
2. Enter in the First and Last name of one of your attendees, and THEIR OWN EMAIL ADDRESS
*Please note: The-email address is the unique identifying feature for attendees, each person **MUST** have their own, and it is preferred that they use their specific email. You can include your email as the CC email address for all that are attending if you would like, but please note that this may lead to the receipt of multiple emails that way.
3. Select **EXHIBITOR** as registration type and complete for EACH person attending (Do Not Select Guest as an option for your reps)
4. Use your corporate discount code for complimentary badges when asked; you have a limited number of complimentary badges. Email Laura at ljincus@mdmeetingdesigns.com if you have any questions.
5. Additional Exhibit Hall Badges are \$400 each.

⇒ **PROGRAM BOOK**

You will receive a separate email regarding the program book ads. If you have any questions, please contact [Gail Riley](#) (griley@mdmeetingdesigns.com).

⇒ **MEETING BASED APP – BANNERS AND TEXT NOTIFICATIONS**

- Our online and mobile app gives attendees quick access to meeting content, activity feeds, social feeds, floor plans, etc.
 - Banners are images, often used to promote sponsors or activities, that cycle across the top of the app.
 - Alert attendees about upcoming sessions or specials offered at your exhibit space. Send a text message alert to all attendees using the Mobile Phone/Tablet Meeting Based App. *Notifications can be all the same or different and you can specify a date and time to send them.*
 - **Order forms can be downloaded [here:](https://custom.cvent.com/0F864FE3384C414CA35C3647E5A5C14F/files/Event/e4e2ef3dc5ba4c7fa06e52de2f293abf/73e8c10937d1453eb6834c83a217c212.pdf)**
<https://custom.cvent.com/0F864FE3384C414CA35C3647E5A5C14F/files/Event/e4e2ef3dc5ba4c7fa06e52de2f293abf/73e8c10937d1453eb6834c83a217c212.pdf>

⇒ **CAPTURING LEADS**

- In an effort to enhance quality interactions between exhibitors and attendees, **QR Codes will be included on name badges.** Be sure to download a QR Code Reader app on your mobile device prior to the meeting if you would like to use this feature. We are unable release email addresses, but hope the QR Codes will enable you to access contact information on-site with the permission from individual attendees.