

EXHIBITOR INFORMATION KIT 2017

ALL FORMS CAN BE FOUND ON THE MEETING WEBSITE AT:

<http://cosmeticbootcamp.com/summer-bootcamp/for-exhibitors/>

MEETING LOCATION St. Regis Aspen Resort
315 East Dean Street
Aspen, CO 81611
(970) 920-3300

Every Exhibitor must complete the forms in the [St. Regis Exhibitor Packet](#).

EXHIBITS *Exhibits are located in Astor I and Astor Foyer (on the lower level of the hotel).*

SET-UP **Thursday, June 22, 2017, 10:00 am - 5:00 pm**

There is a reception in the exhibit hall beginning at approximately 5:00 pm. If you plan to set up late, please notify Meeting Designs.

BREAK DOWN **Saturday, June 24, 2017 after 4:00 pm (time approximate after the afternoon break)**

Exhibits need to be cleared from the exhibit area by Sunday at 12:00 noon. Please make your own arrangements to have your exhibits broken down and shipped out.

HOURS OF OPERATION*

Thursday, June 22 Reception in the Exhibit Hall 5:00 pm – 6:00 pm (time approximate)
Friday, June 23 7:00 am Breakfast; 10:30 am Meeting Break; 12:30 pm Lunch; 3:40 pm Break; 6:30 pm Reception
Saturday, June 24 7:00 am Breakfast; 10:00 am Meeting Break; 12:30 pm Lunch; 3:30 pm Meeting Break
Sunday, June 25 While the exhibit hall will not be open, Industry members are welcome to stay for the final half-day session and interact with the attendees on an informal basis.

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

EXHIBIT BOOTH/TABLE Exhibits will have a skirted table, 2 chairs, wastebasket and basic electric. If you need extra outlets, have additional power needs for devices (e.g. special socket or amperage), or would like to order audiovisual equipment, please refer to the [St. Regis Exhibitor Packet](#).

Your final location on the exhibit floor will be emailed closer to the meeting.

SHIPPING

SHIPPING DATES **EXHIBIT MATERIALS should arrive between June 16-20.**

Every Exhibitor must complete the Exhibitor Forms in the [St. Regis Exhibitor Packet](#). In the packet you will find the inbound/outbound package fees and the storage fee if materials arrive early/depart late.

SHIPPING MATERIALS FOR ATTENDEE TOTE BAG INSERTS **TOTE BAG INSERTS should arrive no later than 4pm on June 20, 2017. 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 250 is needed.** Please let [Gail Riley](#) at Meeting Designs 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 LABELED BRIGHTLY (USE NEON PAPER) FOR ATTENDEE TOTE BAGS.**



Cosmetic Bootcamp®
June 22-25, 2017

SAMPLE SHIPPING LABEL - Please Label All Boxes as Shown

<p>Cosmetic Bootcamp 6/22/17 – 6/25/17 Hold for Meeting Designs/Karen Dennis Exhibitor: _____ (company name) St. Regis Aspen Resort 315 East Dean Street Aspen, CO 81611 Box ____ of _____ Contents: _____ (Specify for Exhibit Space OR Attendee Tote Bags)</p>
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TRACKING Please send [Gail Riley](#) 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.

PROGRAM BOOK ADS	<p>If your support includes an ad in the program book, please see specs below and submit your ad by May 18.</p> <p>Submit ad through the Exhibitor Resource Center or email Gail Riley.</p> <p>Program book Specs: Format is PDF, full color, and must include bleed.</p> <ul style="list-style-type: none"> • Full page: 8 in. wide x 10.5 in. high Trim (8.25w x 10.75h with Bleed; 7.25w x 9.75h Live Area) • Half Page: 8 in. wide x 5.25 in. high Trim (8.25w x 5.375h with Bleed (horizontal); 7.25w x 4.875h Live Area)
HOTEL EXHIBITOR FORMS	<p>Hotel Exhibitor Forms are available online - St. Regis Exhibitor Packet. Forms available include Exhibitor Notification form, Package Delivery, Electric Services, and A/V equipment. These forms must be completed prior to attending.</p>
CBC SUMMER HAS AN APP!	<p>ROTATING BANNER or NOTIFICATION ALERTS ARE NOW AVAILABLE FOR PROMOTIONAL USAGE. Please contact Gail Riley for information.</p>
LEAD RETRIEVAL DEVICES	<p>Lead Retrieval Devices will be available to rent – Forms will be available on the Exhibitor Resource Center - RESOURCES tab.</p>

Watch your inbox for login information for our new online [Exhibitor Resource Center](#) – info coming soon!

We are excited to be rolling out our new online [Exhibitor Resource Center](#). Please watch your inbox for an email with login information.

The Exhibitor Resource Center will be your one-stop resource for all of your sponsor related needs. This portal provides you and your team with 24/7 access to the information and tools you need to manage, and take full advantage of your sponsor role for the Cosmetic Boot Camp 2017. You will be able to keep up with due dates for deliverables, request exhibit space location, as well as download resources needed. *Note that this login is unique per company, and if others from your team need access to the portal, you will need to share the information with them.*

REGISTRATION & BADGES	<p>Access to the Exhibit Area/Meal functions will require a badge. On the Exhibitor Resource Center website, located on your Task List, you will find the link to register, instructions, and your badge comp code. Registration for all industry attendees will be via our online system. Please register your representatives no later than June 1, 2017.</p>
EXHIBIT HALL LOCATION	<p>Information about selecting your location in the Exhibit Hall and additional instructions can be found on the Exhibitor Resource Center website, located on your Task List.</p>



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**PROGRAM BOOK
ADS**

If an ad is included in your support, on the Exhibitor Resource Center website, located on your Task List, you will find specs and instructions for program book ads. If an ad is not included in your support and you are interested in purchasing, please contact [Gail Riley](#) for information.

ALL FORMS CAN BE FOUND ON THE WEBSITE AT: <http://cosmeticbootcamp.com/summer-bootcamp/for-exhibitors/>

Contact Gail Riley at 781-793-0088, griley@mdmeetingdesigns.com with any questions.