



Dear Exhibitor,

Welcome to the St. Regis Aspen Resort. It is a pleasure to have you as an exhibitor for the 2017 Cosmetic Boot Camp Conference!

This brief packet will assist you with anything you may need for your exhibit booth, including set-up of exhibitor booth, shipping materials, ordering audio visual equipment, and any other special requests you may have. Please take a moment to complete the necessary forms and e-mail them at your earliest convenience so that we may anticipate your arrival and ensure a flawless experience.

All Exhibitors: Please complete and e-mail the exhibitor notification form (page 2) and any other attached forms as needed to Kim.pantages@stregis.com by June 9, 2017. If forms are not received by June 9, 2017 late pricing as listed will apply. As soon as we receive your notification, you will receive an email containing a link to our eCredit Card Authorization Form to securely submit your credit card information. Without a valid credit card on file, we cannot process your requests, which may cause a delay in the set up your exhibitor booth until we have this information. Please note that we will not charge the credit card until the end of the program, and our accounting department will e-mail you a copy of your final bill with the receipt.

Audio Visual: For A/V requests, please complete the below form (page 5) and I will have Chris Weaver with PSAV contact you directly. All pricing and arrangements for PSAV services will need to be coordinated and confirmed with Chris / PSAV, however if you would like us to use the same card on file that you will be providing to The St. Regis Aspen, we can accommodate that.

Chris Weaver
Director of Event Technology
970-429-9674
cmweaver@psav.com

If you have any questions regarding your exhibit set-up, please feel free to contact me.

Sincerely,

Gail Riley
Meeting Designs, LLC
griley@mdmeetingdesigns.com
781-793-0088 (T)
866-306-5210 (F)

Kim Pantages
Meeting & Event Manager
St. Regis Aspen Resort
Kim.Pantages@Stregis.com
(970) 429-9521



Exhibitor Notification Form

Every exhibitor must fill in the following information and e-mail to kim.pantages@stregis.com

Note: Exhibit space will not be set up, and materials will not be delivered to the exhibit hall without a completed Exhibitor Notification Form and eCredit Card Authorization, which will be emailed to you upon receipt of this notification form.

Group Name: **Cosmetic Bootcamp 2017**

Exhibitor Booth Name: _____

Booth Number (if known): _____

Company: _____

Contact Name: _____

Address: _____

Phone Numbers: _____

E-mail: _____

Signature: _____

Standard Exhibit Setup:

- (1) 6'x30" table
- (2) chairs
- House linen
- Basic Power (covered by Cosmetic Bootcamp)

**Charge for exhibit set up will be covered by the group.*

****Cosmetic Bootcamp will cover basic power, please fill out electrical service order form on next page**

Method of Shipment (please see page 4 for full shipping instructions):

- FedEx
- UPS
- Other: _____

Number of Boxes Expected: _____

Tracking Numbers must be e-mailed to griley@mdmeetingdesigns.com as soon as you have them. Please specify whether tracking numbers are for Exhibit Space OR Attendee Tote Bags:

Special Requests / Notes:



*Exhibitor note: Nothing may be pinned or tacked to hotel walls, drapes or posts. Food samples to be handed out must be approved by the resort in advance.

ELECTRICAL SERVICE ORDER FORM

Group/Event Name: Cosmetic Bootcamp 2017
Exhibitor/Company Name: _____
Requested Install Date & Time: _____
Requested Tear Down & Time: _____
Location/Booth Number: _____

SERVICE REQUESTED (Prices Are Per Day)	QTY	DAYS	ADVANCE ORDER (On or before 6/09)	LATE ORDER (After 6/09)	TOTAL
20 AMP/110 VOLT 1 PHASE * <small>*Cosmetic Bootcamp will cover this cost, if needed</small>			\$80.00	\$100.00	
Please list equipment for use in above option: (i.e. monitor, lighting, phone charging, computer etc./ other)					
30 AMP/208 VOLT 1 PHASE			\$150.00	\$175.00	
30 AMP/208 VOLT 3 PHASE			\$150.00	\$175.00	
100 AMP/110 VOLT 1 PHASE			\$160.00	\$185.00	
100 AMP/208 VOLT 1 PHASE			\$260.00	\$290.00	
100 AMP/208 VOLT 3 PHASE			\$350.00	\$400.00	
400 AMP/208 VOLT 3 PHASE			\$800.00	\$900.00	
ENGINEERING LABOR (1 hour per service required)			\$65.00	\$95.00	
Please list equipment for use in above options:					

SUB-TOTAL: _____

SERVICE REQUESTED (Prices Are Per Day)	QTY	DAYS	ADVANCE ORDER (On or before 6/24)	LATE ORDER (After 6/24)	TOTAL
EXTENSION CORDS			\$15.00	\$25.00	
POWER STRIPS			\$15.00	\$25.00	
EASELS			\$15.00	\$25.00	

SUB-TOTAL: _____

Exhibitor Package Delivery



Instructions and Fees

PLEASE LABEL ALL BOXES AS FOLLOWS:

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)

All boxes MUST be clearly labeled with the exhibitors name and return address.

Please e-mail tracking numbers and information to griley@mdmeetingdesigns.com as soon as they are available. Please specify whether tracking numbers are for Exhibit Space OR Attendee Tote Bags.

PACKAGE CHARGES

Charges incurred shall be applied to a credit card (eCredit Card Authorization Form will be emailed for completion upon receipt of this form). These charges cover the cost of labor, processing, receiving, tracking, and delivery to exhibit storage room or guest room.

Packages may begin arriving on Friday, June 16th, 2017. If storage is required prior to 6/16/17, a \$25 per item per day fee will be added. Additionally, if storage is required above the Resort’s existing package storage, facility storage, or room rental fees will apply.

The price for receiving packages will be based on weight. Packages will be weighed on the FedEx rated hotel scale for the below handling charges:

INBOUND & OUTBOUND PACKAGE HANDLING FEES:

Weight	Price to be applied per package
0 to 5 pounds	\$5.00 each
6 to 20 pounds	\$15.00 each
21 to 50 pounds	\$20.00 each
Over 50 pounds	\$35.00 each
Crates/Pallets	\$150.00 each

LOADING AND UNLOADING OF EQUIPMENT:

Equipment must be loaded and unloaded at the loading dock or at the pre-loading dock in accordance with the Resort's rules and local ordinances.

Package Delivery Note:

Although couriers say they provide “Overnight” or “Next Day” delivery, please note that in most cases it will take (2) business days to reach Aspen. Please plan accordingly.



PSAV
315 East Dean St.
Aspen, CO 81611

Chris Weaver
P. (970) 429-9674
cmweaver@psav.com

PSAV orders received on or before June 9th, 2017 will receive a 10% discount to the pricing listed below while local inventory is still available. For additional product information and service details please contact PSAV.

Call for availability of items not shown.

Start Date	Total Days	Quantity	Item	Per Day	Total
			Internet	\$50.00	
			46" LCD Flat Panel Monitor w/stand	\$470.00	
			LCD projector with 4' tripod and cabling	\$640.00	
			Single speaker audio support package	\$205.00	
			Flipchart with pad and markers	\$65.00	
			Subtotal		

Company Information	
<i>Company Name</i>	
<i>Customer Name</i>	
<i>Address</i>	
<i>Phone</i>	
<i>E-mail</i>	

This is not a bill. You will be presented an invoice prior to your event which will require your signature for this rental.

Prices do not include labor time, sales tax, or service charges.