



**Cosmetic Bootcamp for the Core Aesthetic Provider
November 3-5, 2017
Las Vegas, NV at the Four Seasons Hotel**

EXHIBITOR KIT

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

MEETING LOCATION **Four Seasons Hotel Las Vegas**
3960 Las Vegas Blvd South
Las Vegas, NV 89119
(702) 632-5000

AGENDA [Cosmetic Bootcamp Fall Agenda](#)

EXHIBITS Exhibits are located in the Four Seasons Ballroom 2-3 and Pre-function Area

Set up Set-up can begin on Thursday, November 2 at 12:00 pm.

Set-up must be completed by Friday, November 3 at 5:00 pm.

There is a reception in the exhibit hall beginning at approximately 5:30pm. If you plan to set up late, please notify Meeting Designs.

Break Down Break down can begin on Saturday, November 4 at 6:00 pm (time approximate after reception).

Exhibits need to be cleared from the exhibit area by 12:00 pm, Sunday, November 5.

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. Times listed below are key opportunities to connect with attendees.*

Friday, November 3 Reception in the Exhibit Hall 5:30 pm – 6:30 pm (time approximate)

Saturday, November 4 7:00 am Breakfast; 10:45 am Meeting Break; 12:30 pm Lunch; 5:00 pm Reception

***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 complete and return the [AV Order Form-Four Seasons PSAV](#) to Mary McKinnon, PSAV Senior Sales Manager – MMcKinnon@PSAV.com.

Your final location on the exhibit floor will be emailed to you the first week of October.



REQUIRED HOTEL FORM
FOR EXHIBITORS
Due October 16

Complete the [CC Authorization and Shipping Form-Four Seasons PSAV](#) and return by October 16 to Sam Chalati, PSAV Operations Manager – SChalati@psav.com.

SHIPPING ALL MATERIALS SHOULD ARRIVE AT THE HOTEL BETWEEN OCTOBER 30 AND NOVEMBER 1, 2017.

Shipping Fees *The Four Seasons requires a credit card authorization form to be on file for all incoming/outgoing shipments. Your materials will not be delivered without this.* Complete the [CC Authorization and Shipping Form-Four Seasons PSAV](#) and return by **October 16** to Sam Chalati, PSAV Operations Manager – SChalati@psav.com.

Incoming and Outgoing handling fees will apply as follows:

Envelopes	\$5.00 per piece
1 pound -15 pounds	\$10.00 per piece
16 pounds - 30 pounds	\$15.00 per piece
31 pounds to 80 pounds	\$25.00 per piece
81 pounds to 100 pounds	\$30.00 per piece
101 pounds and above/ Pallet	75¢ per pound

Tracking Due October 25 Please send Gail Riley at Meeting Designs (griley@mdmeetingdesigns.com) tracking numbers by **October 25** to insure proper delivery of your materials.
MAKE SURE YOUR BOXES ARE LABELED APPROPRIATELY FOR EITHER EXHIBIT SPACE OR ATTENDEE TOTE BAGS (see additional information below).

Sample Shipping Label

Four Seasons Hotel Las Vegas
3960 Las Vegas Blvd South
Las Vegas, NV 89119
Cosmetic Bootcamp – November 3-5 / Hold for Karen Dennis, Meeting Designs
Exhibitor/Company Name: _____

Circle one:

Place at EXHIBIT SPACE For Attendee Tote Bag

Box _____ of _____

**Materials for
Attendee Tote Bags
Must arrive before
1:00 pm on Nov. 1**

Your support includes the opportunity to include inserts in the attendee bags.
MATERIALS FOR TOTE BAGS must arrive before 1:00 pm on November 1st. Any items arriving after this will NOT be placed in the tote bags.

Quantity of 150 is needed.

Please let Gail Riley at Meeting Designs (griley@mdmeetingdesigns.com) know what you are shipping and the tracking information so we can plan accordingly.

MAKE SURE YOUR BOXES ARE LABELED APPROPRIATELY FOR EITHER EXHIBIT SPACE OR ATTENDEE TOTE BAGS (see additional information below).

**LABEL PACKAGES CONTAINING ITEMS FOR ATTENDEE TOTES WITH A BRIGHT
NEON-COLORED LABEL:**



**FOR ATTENDEE
TOTE BAGS**

OUTGOING SHIPPING The Four Seasons will collect any boxes for your return shipment after the meeting. 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.

**PROGRAM BOOK ADS
DUE October 10**

- Platinum, Gold, Silver, and Ruby Level support includes an ad in the program book. Please email your ad in full color, PDF format to Gail Riley at Meeting Designs (griley@mdmeetingdesigns.com) by **October 10**.
- Platinum-2 Full Page Ads / Gold-1 Full Page Ad / Silver & Ruby-1 Half-Page Ad
- If you would like to increase your ad space, or if your support does not include an ad and you wish to purchase one, please contact us for pricing.

Program Book Ad Specs:

Full Color PDF Format

Full Page: 5.5w x 8.5h with .125 bleed on all sides; Live Area is 4.75" x 7.75"

Half page: 5.5w x 4.125h with .125 bleed on all sides (horizontal);

Live Area is 4.75" x 3.625"

Please note that exhibit hall assignments and the agenda are subject to change. We suggest you make any text relative to the meeting as general as possible, in case there are changes to exhibit hall locations or symposia times.

**BADGES AND
ATTENDEE
REGISTRATION
Deadline October 9**

Access to the Exhibit Area/Meal functions will require a badge. Registration for all industry attendees will be via our online system. You will receive a separate email with the link to register, instructions, and your badge comp code. Please register your representatives no later than **October 9**.

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 to release email addresses, but hope the QR Codes will enable you to access contact information on-site with the permission from individual attendees.

MEETING BASED APP

Our online and mobile app gives attendees quick access to meeting content, activity feeds, social feeds, floor plans, etc.

BANNERS AND TEXT NOTIFICATIONS

- **Banners** are images, often used to promote sponsors or activities, that cycle across the top of the app.
- **Text Messages** alert attendees about upcoming sessions or specials offered at your exhibit space. Texts are sent to attendees who are using the Mobile Phone/Tablet Meeting Based App. You can send different notifications or the same notification multiple times, and you can specify a date and time to send them!

TO ORDER

- Contact Gail Riley at Meeting Designs for information or to order.
griley@mdmeetingdesigns.com / 781-793-0088

PRICING

- Banner Pricing: \$1,000 each
- Text Pricing:
 - Package of 5 Notifications: \$750
 - Package of 3 Notifications: \$500
 - Single Notifications: \$250

SPECIFICATIONS

- Banner Specs: Two versions of the image are recommended—one for phones (640 x 150 pixels) and one for tablets (552x 150 pixels). *Banner must be in PNG, JPEG or GIF format.
 - Text Specs: Submit texts in a word document exactly as you wish it to appear, with date and time to be sent.
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 - Banner Specs: Two versions of the image are recommended—one for phones (640 x 150 pixels) and one for tablets (552x 150 pixels). *Banner must be in PNG, JPEG or GIF format.
 - Banner Pricing: \$2500 each
 - **Text Messages** alert attendees about upcoming sessions or specials offered at your exhibit space. Texts are sent to attendees who are using the Mobile Phone/Tablet Meeting Based App.
 - Text Specs: Notifications can be all the same or different and you can specify a date and time to send them! Submit texts in a word document exactly as you wish it to appear, with date and time to be sent.
 - Text Pricing:
 - Package of 5 Notifications: \$1500
 - Package of 3 Notifications: \$1000
 - Single Notifications: \$400
 - Contact Gail Riley at Meeting Designs for information or to order.
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