Official Show Directory, Company Listing

PRINT DEADLINE: May 24, 2016
Complete this and other ERG forms online at: www.cosmoprofnorthamerica.com

This information will appear in the CPNA 2016 official exhibition directory. If your information is not updated by the deadline indicated above, your company name and booth number will be printed in the directory and posted online without editorial content. One entry per exhibiting company.

The Official CPNA Show Directory will be complimentary to all attendees on site. For information on advertising in the directory, consult the Exhibitor Resource Guide.

Please complete this form online. DO NOT USE ALL CAPS. Failure to comply may result in errors in your entry. Show management will not be held responsible for such errors.

To complete this form, visit www.cosmoprofnorthamerica.com & click Exhibitor Log-in. If you do not have your password simply enter your email address & it will be emailed to you. Once you are logged-in please confirm &/or update below information:

NEW onsite directory (only the labels below will be printed in the onsite directory):

- Exhibiting Company
- Booth Number
- Country
- Website

Online Directory

- Select the categories for your products and services. These will be “searchable” to attendees online at BeautyMatch.

- Type an online description of your company and products—in English—as you wish it to appear in the CPNA official online exhibition directory.

- Upload your logo: Brand your eBooth online and in the mobile app with your company logo

- Share your recent news with attendees by entering Press Releases

- Engage attendees with full color product images and detailed descriptions to appear in the online Product Gallery
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 (opens Friday, July 22 at 1pm) to receive their badge. A badge will be required to enter the show floor.

To ensure the accuracy of your badges and avoid exhibitor registration lines, please register online in advance.

How to Register (online registration never closes):

Log On to: www.cosmoprofnorthamerica.com

- Click “Exhibitor Login”, enter your password and click “Register Your Booth Staff”
- If you don’t have your password, enter your email address to have it sent to you.

Exhibitor Registration is located in Bayside D of the Mandalay Bay Convention Center and will be open at 1pm on Friday, July 22, 2016.

To receive badges; exhibiting companies must meet the following:

- Your booth space is paid in full
- You have submitted original proof of insurance

If these two conditions have not been met, no one from the exhibiting company will be allowed to pick up their badge.

Badge Allotment Guidelines

The number of staff badges you receive is determined by the size of your booth space (raw space or ready-stand), from a minimum of two (2) badges to a maximum of 35 badges. Please consult the chart below for booth size and badge allotments.

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Badge Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB Spotlight, Discover Scent &amp; Tones of Beauty = 2 badges</td>
<td></td>
</tr>
<tr>
<td>9 – 23 sq. meters</td>
<td>= 5 badges</td>
</tr>
<tr>
<td>24 – 35 sq. meters</td>
<td>= 10 badges</td>
</tr>
<tr>
<td>36 – 47 sq. meters</td>
<td>= 15 badges</td>
</tr>
<tr>
<td>48 – 59 sq. meters</td>
<td>= 20 badges</td>
</tr>
<tr>
<td>60 – 71 sq. meters</td>
<td>= 25 badges</td>
</tr>
<tr>
<td>72 – 83 sq. meters</td>
<td>= 30 badges</td>
</tr>
<tr>
<td>84+ sq. meters</td>
<td>= 35 badges</td>
</tr>
</tbody>
</table>

➢ Additional badges are $50.00 each.

Restrictions: Children under 16 are not permitted on show floor.

VIP Buyer Program: CPNA exhibitors may offer free admission to five (5) qualified VIP guests. (See Show Rules & Regulations for entrance qualifications). When registering booth staff, there is a VIP INVITE tab/online form that can be filled out. Each VIP will receive an invitation letter, via email, indicating that your company has generously offered them complimentary admission to Cosmoprof North America 2016. For each VIP, you must provide a name, company name and a unique email address. Limit five (5) VIP Guests per signed exhibitor contract not per booth.
Exhibitor Liability Insurance Program
As a standard requirement for all exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate. North American Beauty Events (NABE) and Mandalay Bay Convention Center shall be named as additional Insured. This insurance must be in force during the lease dates of the event, July 21-28, 2016.

Purchase your Insurance Now
There are no applications to fill out. Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just $79:
https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=86c0c7f89ab5

Your Insurance Certificate is instantly emailed to you and a copy is sent to show management.

This program is valuable for:
* Exhibitors who do not have any insurance.
* International Exhibitors whose liability insurance will not cover them at a U.S Show.
* Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
* Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
* Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory
Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.
If you already have compliant coverage, please forward your proof of insurance to Jen@probeauty.org.
If you do not have coverage, it can easily be secured through the link provided above.

We also offer affordable short term Equipment/Merchandise/Display Insurance
All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:
Click Here for the Instant Equipment Insurance Enrollment Form

If you are an International Company (exhibitor), please read further instructions on Page 2.
INTERNATIONAL EXHIBITORS - Address and Phone Number instructions:

If you are a non U.S. company, please read the following instructions:
When you are filling in your company information it will ask for a phone number and address. Please use our phone number and the address of the Venue (Mandalay Bay Convention Center).

Here is the address you should use:
3950 S. Las Vegas Blvd.
Las Vegas, NV 89119

Here is the phone number you should use:
800-528-7975
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER:
Rainprotection Insurance
39 Ryder Avenue
Dix Hills, NY 11746
www.Rainprotection.net

INSURED:
SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:

Exhibitor Name
Street
City, State, Zip Code

COVERAGES

<table>
<thead>
<tr>
<th>INSR LTR</th>
<th>TYPE OF INSURANCE</th>
<th>ADJL</th>
<th>SUBR</th>
<th>WWD</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
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<td></td>
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<td>07/21/2016</td>
<td>07/28/2016</td>
<td>GENERAL AGGREGATE $2,000,000</td>
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<td></td>
<td>12:01 AM</td>
<td>11:59 PM</td>
<td>PRODUCTS - COMP/POP AGG $2,000,000</td>
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<td>OCCUR</td>
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<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td>POLICY</td>
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<td>EACH OCCURRENCE $1,000,000</td>
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<td>PROJECT</td>
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<td>FIRE DAMAGE (Any one fire) $500,000</td>
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<td>LOC</td>
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<td>MED EXP (Any one person) $5,000</td>
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<th>INSR LTR</th>
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<td>COMBINED SINGLE LIMIT (Ea accident) $</td>
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<td>ANY AUTO</td>
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<td>BODILY INJURY (Per person) $</td>
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<td>ALL OWNED AUTOS</td>
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<td>BODILY INJURY (Per accident) $</td>
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<td>PROPERTY DAMAGE (Per accident) $</td>
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<td>CLAIMS-MADE</td>
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<td>AGGREGATE $</td>
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<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<tbody>
<tr>
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<td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</td>
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<td>WC STATUTORY LIMITS $</td>
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<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</td>
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<td>E.L. EACH ACCIDENT $</td>
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<td>Y / N</td>
<td>N / A</td>
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<td>E.L. DISEASE - POLICY LIMIT $</td>
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<td>DED RETENTION</td>
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<td>AD&amp;D MAXIMUM MEDICAL DEDUCTIBLE $</td>
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<td>TERMS OF PAYMENT $</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

As respects to claims arising out of the operations of Exhibiting Company at Cosmoprof North America Las Vegas - 07/21/2016 to 07/28/2016.

CERTIFICATE HOLDER

North American Beauty Events (NABE)
15825 North 71st Street, #100
Scottsdale, AZ  85254

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rainprotection Insurance

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BOOTH PACKAGES
Ready Stand and Raw Space Options

There are two booth packages available: Ready Stand and Raw Space.

The **Ready Stand** package includes:
- Booth walls consisting of 8’ high white double fabric panels
- (1) 500 watt electrical outlet
- (4) upgraded clear chairs
- (1) wood grain rectangular table
- (1) wastebasket
- Pepper color carpet
- A free standing shelving unit
- Company name sign with visibility while walking the aisles
- Track lighting with 3 adjustable heads
- First day of show cleaning

The **Raw Space** package includes:
- concrete floor space only

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COSMOPROF NORTH AMERICA IS A COMPLETE HARDWALL SHOW.
NO EXHIBITOR-SUPPLIED PIPE AND DRAPE IS ALLOWED ON THE SHOW FLOOR.

If you do NOT purchase our Ready Stand Booth package, it is your responsibility as an exhibitor to provide:
- a minimum back wall that is the width and depth of your space (order form located within the “booth furnishings” section)
- side adjacent walls that are 2.5 meters (8 feet) in booth height from floor
- minimum/maximum booth height of 2.5 meters (8 feet)

All North American exhibitors with RAW SPACE are required to send a diagram (blueprints, line drawings or pictures) of the booth to: Jen Burns | email: Jen@probeauty.org by May 24th, 2016. All raw space diagrams must be pre-approved.

If authorized, walls exceeding 2.5 meters (8 feet) adjacent to another exhibitor’s display area must be finished.
All signs, electrical displays, mannequins, display materials, advertising messages, names of companies, trademarks, logos, etc., that exceed 2.5 meters must have suitable backing so they are not visible to the adjacent booth. **Any unfinished walls will be covered by GES and billed to you, the exhibitor.**

All custom booth and double-deck booth blueprints (or line drawings with dimensions) must be submitted by May 24, 2016 for Show Management and Fire Marshall approval. This must be done regardless of past use.
- Only booths with 60 raw sq. meters or more can extend two levels.
- The second level can be no larger than 30% of the first floor total sq. meters.
- The cost for second floor is 30% of base price.

CPNA requires all in-line booths not using a Ready Stand set by CPNA to provide 9” of electrical access behind each booth for a total of 18”. All peninsula booths must provide 18” of electrical access behind each booth. Be sure to allow for power lines to go under the back wall to permit installation of service. If access is not readily available, electric power will be denied. Please submit a diagram to Mandalay Bay Convention Center of where you would like your electrical outlet to be placed. See the Electrical Order Form under the “Mandalay Bay Exclusive” section of the ERG.

Visit us online at [www.cosmoprofnorthamerica.com](http://www.cosmoprofnorthamerica.com)
Exhibitors wishing to use an outside contractor (independent I&D firm other than GES Exposition Services) in the convention center must submit this form to CPNA by May 24, 2016.

Exhibiting Company: ____________________________________________ Booth #: ____________________

Contact: ___________________________________________________ Title: __________________________

Address: _____________________________________________________________________________________________

City: ________________________ State: ___________ Postal Code: _____________ Country: ___________________

Tel: ____________________________ Fax: __________________________ Email: _________________________________

Please provide information on the outside contractor you wish to use:

Outside Contractor: ___________________________________________________________________________________

Representative’s Name:_______________________________________________________________________________

Address:______________________________________________________________________________________________

City: ________________________ State: _________ Postal Code: _______________ Country: ___________________

Tel.: _____________________________________________ Fax: ________________________________________________

Outside Contractors Must Provide:

1. A list of all exhibitors/clients to be served

2. Verification of adequate insurance coverage. NOTE: If outside contractor is subcontracting through a local company, a copy of their insurance coverage must also be submitted.

3. All work is to be performed by full-time employees of the exhibitor or hired through the local union. Indicate below if outside contractor intends to hire labor direct or wishes to have the official contractor, GES Exposition Services, handle it:
   ____We will hire labor direct with the local union.
   ____We will have GES, the official contractor, hire labor.

Outside Contractor Must Comply with the Following Requirements:

1. Abide by the same rules and regulations pertaining to a CPNA exhibitor.

2. Admittance to the trade show floor is allowed only to those with a temporary pass. Outside contractors must obtain a pass at the CPNA Registration Desk (Mandalay Bay Convention Center).

3. Outside contractors are expected to keep all equipment within the confines of the booth on which they are working. Only GES Exposition Services, the official contractor, is permitted to set up a service desk on the trade show floor. Solicitation on the trade show floor will automatically result in the revocation of your admittance privileges.

4. No outside contractor companies are allowed on CPNA floor during hours of show operation.

As an exhibitor, you are responsible for the contract of all personnel hired by your outside contractor in conjunction with the CPNA trade show. These guidelines are required to ensure your safety, as well as the safety of all attendees and for the smooth operation of the CPNA trade show.

Return form to: NABE • 15825 N. 71st Street, Suite 100 • Scottsdale, AZ 85254 • Attn: Jen Burns
Fax: 480-905-0708 or e-mail jen@probeauty.org.
Mandalay Bay Resort and Casino

Run of House
Resort Fee $15.00 per night
Additional person rate is $35.00

Mon, 7/18 – Thur, 7/21........$120.00
Fri, 7/22...........$165.00
Sat, 7/23............$265.00
Sun, 7/24.............$182.00
Mon, 7/25............$138.00
Tue, 7/26-Thur, 7/28........$120.00
Fri, 7/29-Sat, 7/30..........$209.00

Delano Las Vegas & Four Seasons are luxury hotels within the Mandalay Bay Resort and Casino.

Delano Las Vegas
Run of House Suite
Resort Fee $15.00 per night
Additional person rate is $35.00

Mon, 7/18-Thur, 7/21.......$175.00
Fri, 7/22...........$221.00
Sat, 7/23.............$320.00
Sun, 7/24..............$237.00
Mon, 7/25.............$193.00
Tue, 7/26-Thur, 7/28.......$175.00
Fri, 7/29-Sat, 7/30........$265.00

Four Seasons Hotel
Superior Room
Resort Fee $20.00 per night
Additional person rate is $50.00

Thur, 7/21.............$199.00
Fri, 7/22..............$259.00
Sat, 7/23.............$329.00
Sun, 7/24..............$289.00
Mon, 7/25.............$259.00
Tue, 7/26-Wed, 7/27......$199.00

Strip View

Wed, 7/20-Thur, 7/21........$249.00
Fri, 7/22..............$309.00
Sat, 7/23.............$379.00
Sun, 7/24..............$339.00
Mon, 7/25.............$309.00
Tue, 7/26-Wed, 7/27........$249.00

Luxor Hotel and Casino
Pyramid Deluxe
Resort Fee $15.00 per night
Additional person rate is $30.00

Thur, 7/21.............$58.00
Fri, 7/22..............$114.00
Sat, 7/23.............$147.00
Sun, 7/24..............$69.00
Mon, 7/25.............$64.00
Tue, 7/26-Wed, 7/27.....$58.00

Tower Deluxe

Thur, 7/21.............$69.00
Fri, 7/22..............$125.00
Sat, 7/23.............$158.00
Sun, 7/24..............$80.00
Mon, 7/25.............$75.00
Tue, 7/26-Wed, 7/27.....$69.00

Excalibur Hotel and Casino
Resort Tower Run of House
Resort Fee $15.00 per night
Additional person rate is $30.00

Thur, 7/21.............$45.00
Fri, 7/22..............$91.00
Sat, 7/23.............$124.00
Sun, 7/24-Mon, 7/25.....$47.00
Tue, 7/26-Wed, 7/27....$45.00

Rates listed above are based on single/double occupancy. Rates do not include applicable hotel tax (currently 12%), hotel resort fee or any other applicable hotel fees. (Subject to change without notice).
### Hotel Preference

<table>
<thead>
<tr>
<th>Hotel Preference</th>
<th>Guest Preference</th>
<th>Special Requests</th>
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</thead>
<tbody>
<tr>
<td>Excalibur Hotel &amp; Casino</td>
<td>Luxor Hotel &amp; Casino – Tower Deluxe</td>
<td>Attendee, Smoking</td>
</tr>
<tr>
<td>Delano at Mandalay Bay</td>
<td>Luxor Hotel &amp; Casino – Pyramid Deluxe</td>
<td>Exhibitor, Non-Smoking</td>
</tr>
<tr>
<td>Four Seasons Hotel</td>
<td>Mandalay Bay Resort &amp; Casino</td>
<td>Exhibitor, ADA Accessibility</td>
</tr>
</tbody>
</table>

### Contact Information

| Name: ____________________________ | Zip/Postal Code: ____________________________ |
| Company Name: ____________________________ | Phone: ____________________________ |
| Address: ____________________________ | Fax: ____________________________ |
| City: ____________________________ | State: ____________________________ | Email: ____________________________ |

### Individual Guest Booking

<table>
<thead>
<tr>
<th>Guest Name: ____________________________</th>
<th>Bed Type (request only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date: ________</td>
<td>Departure Date: ________</td>
</tr>
<tr>
<td>2nd Guest Name: ____________________________</td>
<td>3rd Guest Name: ____________________________</td>
</tr>
</tbody>
</table>

### Group Booking (up to 5 rooms)

Indicate the Bed type request and number of rooms required per night. For more than five rooms please contact our reservation department at (800) 826-8133 or (310) 590-4713.

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<thead>
<tr>
<th>Room Type</th>
<th>Wed, 7/20</th>
<th>Thu, 7/21</th>
<th>Fri, 7/22</th>
<th>Sat, 7/23</th>
<th>Sun, 7/24</th>
<th>Mon, 7/25</th>
<th>Tues, 7/26</th>
<th>Wed, 7/27</th>
<th>Thur, 7/28</th>
<th>Fri, 7/29</th>
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<tr>
<td>Event Days</td>
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First night room and tax deposit due at time of booking. Deposit will be charged to credit card on or after June 28, 2016. Credit card information must be provided until check arrives. Check must be received by June 16, 2016. Room rates are on space available basis and do NOT include tax. **Last day to make reservations for the discounted rates is June 28, 2016.**

Card Type: □ American Express    □ Diners Club    □ Discover    □ MasterCard    □ Visa

Card Number: ____________________________ | Expiration Date: ________ |

Name on Card: ____________________________ | Signature: ____________________________ |

**RESPONSIBILITY AND LIABILITY:** Par Avion Meetings and Conventions (travel program producer) and Professional Beauty Association (travel program sponsor) and/or their agents act only in the capacity as agents for customers in all matters pertaining to hotel accommodations, and as such are not responsible for any damage, expenses or inconvenience caused by late train or plane arrivals or departures, or by any change of schedule condition from any loss, injury or damage to any person or property from any cause whatsoever. Baggage handling throughout the program is entirely at the owner’s risk. The customer agrees that Professional Beauty Association/Par Avion shall not be held responsible in the event of any errors or omissions in any promotional material.