

INTERNATIONAL
**ESTHETICS
COSMETICS
& SPA**
CONFERENCE

IECSC FL SHOW SCHEDULE

Exhibitor Move-In:

Friday	October 13, 2023	1:00 PM - 5:00 PM (400 sq. Ft. or larger <u>ONLY</u>)
Saturday	October 14, 2023	8:00 AM - 6:00 PM
Sunday	October 15, 2023	7:00 AM – 9:00 AM

Hand Carry Move-In

Exhibitors may “Hand Carry” items provided they do not use material handling equipment to assist them.

For questions or concerns regarding the move in schedule please contact kcoburn@questex.com

Professional Show Days:

Sunday	October 15, 2023	10:00 AM - 5:00 PM
Monday	October 16, 2023	10:00 AM - 4:00 PM

Exhibitor Move-Out:

Monday	October 16, 2023	4:00 PM - 10:00 PM
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*Freight carriers must be checked in before 10 PM Monday

Hand Carry Move-Out:

Exhibitors may “Hand Carry” items provided they don’t use material handling equipment to assist them.

Registration:

Saturday	October 14, 2023	8:00 AM – 6:00 PM
Sunday	October 15, 2023	8:00 AM – 5:00 P
Monday	October 16, 2023	8:30 AM – 3:30PM

Registration will be in the lobby outside the show floor.

For safety concerns, children under 15 are not permitted on the show floor.

MOVE-IN / MOVE-OUT INFORMATION

Move-In

- Warehouse freight is moved in first. Freight sent directly to the show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged.** Badges are available for pick up during posted registration hours. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed. Badges are not transferable. Each exhibitor must pick up his/her own badge. See “Registration” tab for additional information.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- **Hand-Carried Items:** Exhibitors can unload/load their own vehicles in a designated loading area at the Convention Center, in accordance with the rules and instructions given in the Hand Carry section in the manual
- **All exhibits must be fully installed by 9:00 AM, Sunday.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.
- **Tables and chairs must not be removed from booths in which EES has placed them.** If you ordered furniture, and none was delivered, notify the desk personnel at the EES Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the EES Service Desk at once. Do not remove the furniture yourself. If you didn’t place a furniture order and “borrow” furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

Move-Out

No exhibitor is permitted to dismantle a display before Monday at 4:00 p.m. Dismantling of an exhibit prior to the close of the show at 4:00 p.m. will result in compromising the exhibitor's position in any future Events.

All exhibitors are responsible to complete a bill of lading and return it to the EES Service desk. The returning of crates and packing materials precedes the loading of outbound freight. All freight must be removed from the exhibit hall by 10:00 p.m. on Monday. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates. **All trucks must be checked in by 10:00pm Monday.**

GENERAL INFORMATION

(alphabetical by subject)

ATTENDANCE:

Attendance at IECSC is open to the Professional Salon Industry Only. Attendees are required to provide proof of affiliation within the beauty & spa industry.

Registrations for attendees may be purchased in advance [HERE](#).

BADGES:

Exhibitor registration area will be in front of **Hall A**. Temporary work passes will be available to "helpers" for scheduled move-in and move-out times only. Temporary work passes may be obtained from Show Management or at the exhibitor registration area. Refer to the "REGISTRATION INFORMATION" section of this manual for additional information.

Please note: Badges and work passes are nontransferable.
NO Children under 15 years old will be allowed on the tradeshow floor

EXHIBITOR SERVICES AREA:

The Exhibitor's Service Desk will be in the back of the Exhibit Hall. This area will have service representatives for labor, furniture, freight, electrical, phones etc. After you have checked in at the Exhibitor Registration Desk, check your booth and if anything is missing, please visit the service desks and confirm your pre-ordered services and equipment. The service desks will be open during move in, the show and move out.

The person in charge of your exhibit should carefully inspect and personally sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. *Do not put it off!* Once the Show has ended, it becomes very difficult to resolve differences.

HEALTH DEPARTMENT GUIDELINES: (permanent make up & piercing)

The County Health Department requires permanent make up vendors and piercers to have a valid health license in order to operate at the show. Temporary licensing fees vary from county to county. Failure to comply with local regulation will result in removal from the show without a refund.

All Vendors must bring their current license and blood–borne certificate for inspections onsite. Vendors must make arrangement for the removal of medical <https://www.iecscflorida.com/waste> with a certified facility. Resources and FL guidelines are in the service kit page in the Health Permit Applications section.

Housing & Travel

Connection Housing is the official travel agent for IECSC Florida.

IECSC and Connection Housing have made special arrangements for housing with several hotel facilities. For your convenience, they have been selected based on competitive pricing, reputation, and proximity to the event site.

To make reservations, see rates and view hotels go online

to: <https://www.iecscflorida.com/iecscfloridacom/hotel-travel>

Questions?

Email: ibs-iecsc@connectionshousing.com

Phone: 310-590-4731

SECURITY:

Show Management will provide a 24-hour guard service from the move-in of freight until the removal of all crates and materials on Monday. Although we do our best to deter theft, Show Management is not responsible for lost or stolen items. **Security for individual booths and their contents is the responsibility of each Exhibitor.** Exhibitors needing individual booth security should contact the security vendor to arrange.

All Exhibitors and booth personnel must have Exhibitor Badges to access the Exhibit Hall. Badges are not transferable. Exhibitors will have access to the exhibit hall one hour prior to the opening of the show and ½ hour after the show closes each show day. **DO NOT SCHEDULE APPOINTMENTS WITH ATTENDEES ON THE SHOW FLOOR PRIOR TO THE SHOW OPENING OR AFTER SHOW CLOSING.**

Security Tips:

- If you have a product which you allow people to try out, be sure that each potential customer is supervised. To avoid theft, consider asking for a credit card or license as a form of deposit from people who you allow to demo your product.
- Remove small items on a nightly basis.
- Hire a private duty security guard or rent a security cage.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes (*e.g.: Box 1 - Personal Computer*)
- Carry a detailed list of what you ship, in which box it was packed and repack in the same manner. Keep a copy in your office and check your shipment when it returns.

STANDARD BOOTH EQUIPMENT:

The following standard booth equipment is provided to each single booth at no additional cost:

Booth Equipment

8' high draped back wall
3' high draped side rail
one 6' white draped table per 10'x10'
two side chairs
booth identification sign
500-watt electric

Important Notice:

Standard booth equipment cannot be exchanged for other decorating equipment. The service contractor will pick up unwanted or unused booth equipment. Other exhibitors cannot use this equipment.