



2017 ISPA EXHIBITOR PLANNING GUIDE

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Thank you for choosing to exhibit at the 2017 ISPA Conference & Expo! We are thrilled to have you join us and we appreciate your support of the International SPA Association.

As an exhibitor, you will have the opportunity to create a booth space that encompasses the aesthetic components of your brand while showcasing your unique products and services to our industry’s top leaders. To prepare for the show and make your experience easy and stress free, we’ve created this planning guide as a tool to help guide you along the way. Please let us know if we can be of any assistance in your preparations. We look forward to seeing you in Las Vegas in October!

I. BOOTH GUIDELINES

Standard Booth Components

Standard equipment provided by ISPA as part of the exhibit space rental includes:

- Pipe and drape – Standard 10’ x 10’ booths have an 8 foot (8’) high back wall and 3 foot (3’) high side walls
- Basic identification sign
- Wastebasket

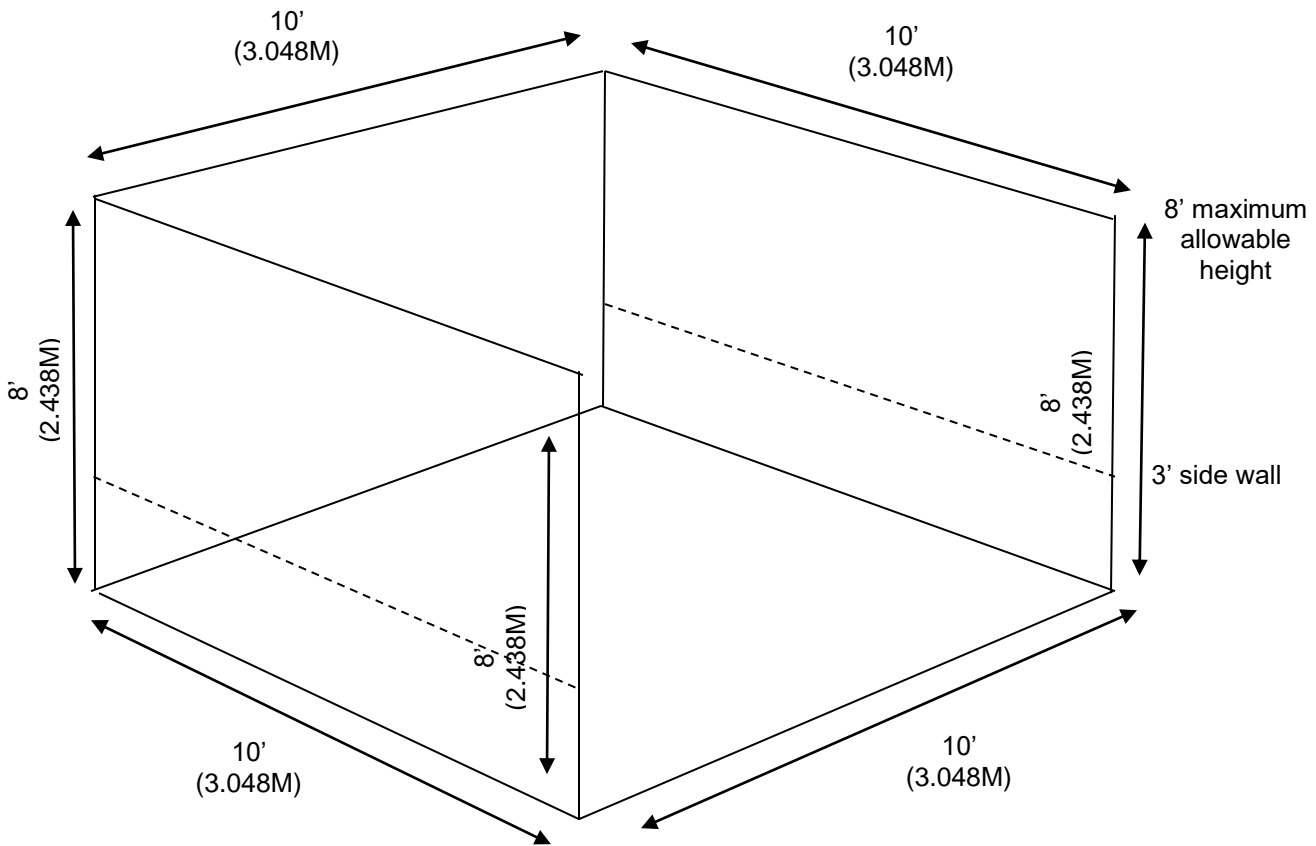
Additional Furnishings & Services

Carpet, tables, chairs, furniture, etc. are not included with your booth space and should be ordered in advance using the [GES Espresso Online Ordering System](#) for an additional fee. Exhibit services such as electric, internet, audio visual, plumbing, catering, booth cleaning and floral are not included and can be ordered separately through [Mandalay Bay Convention Services](#). **To receive the best rates, order your materials through GES and Mandalay Bay by September 25.** For a full list of official ISPA vendors for the show such as lead retrieval and transportation services, see page 14.

Booth Dimensions by Size

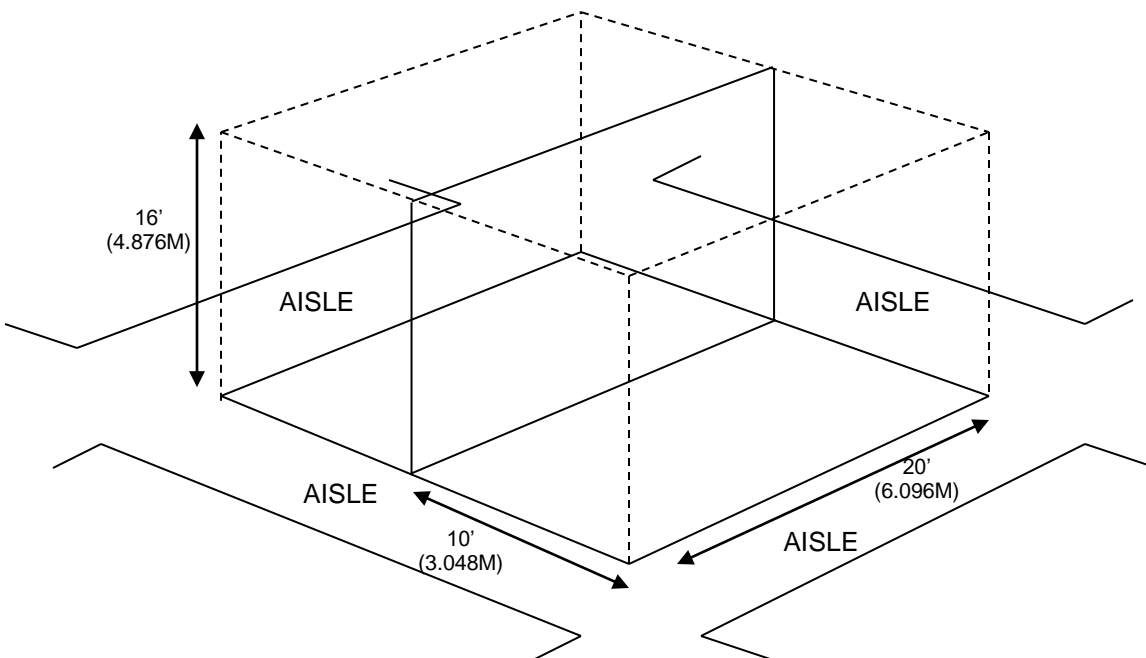
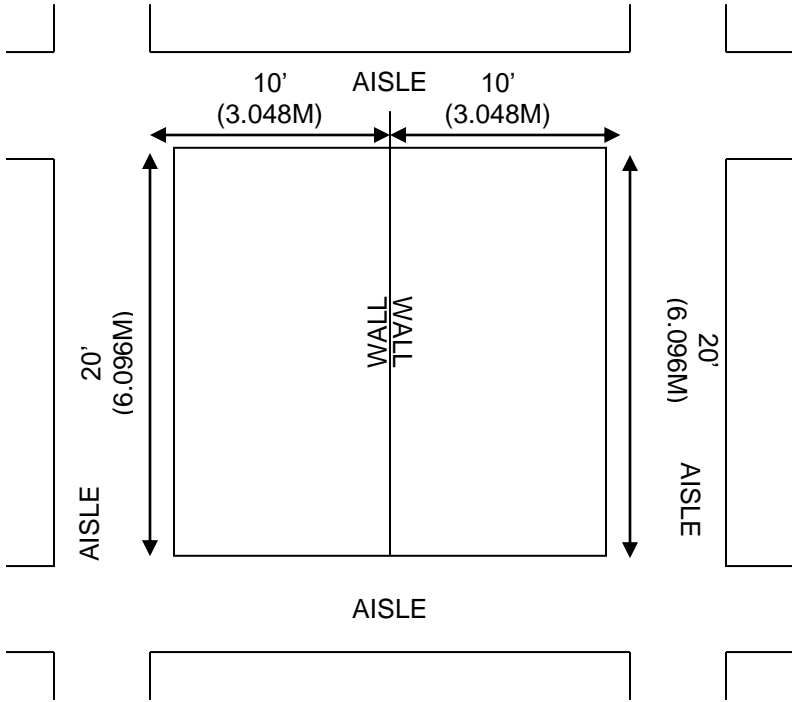
Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. Linear Booths are 10 feet (10’) wide or larger and 10 feet (10’) deep. Linear and corner booths have an 8 foot (8’) high back wall and 3 foot (3’) high side walls. A corner booth only has one side wall. **All linear and corner booths have a height limitation of eight feet (8’) including signage.**

**SHOWN AS 10’ x 10’
 LINEAR BOOTH**

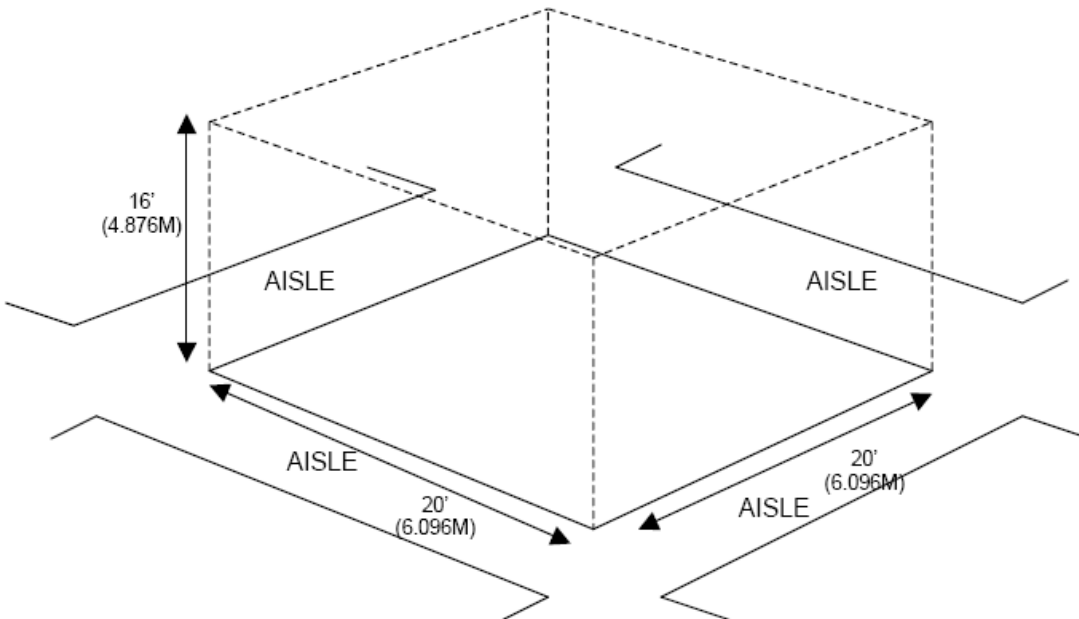
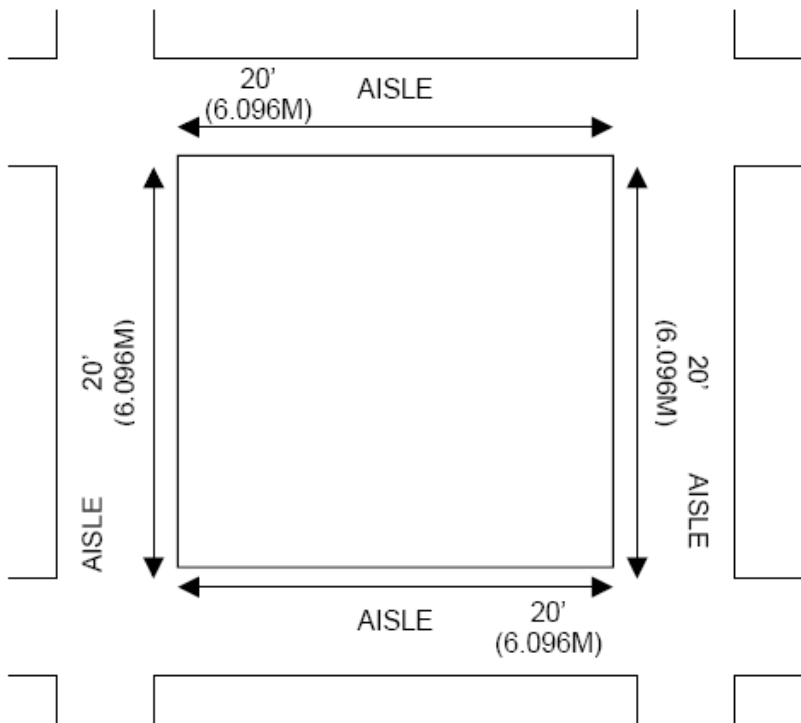


A Split Island Booth is half of an Island Booth, which shares a common back wall with another Split Island Booth. Shared pipe and drupe between Split Island booths is 8' feet (8') high. **Split island booths have a maximum allowable height of sixteen feet (16') including signage.**

10' x 20' SPLIT ISLAND BOOTH



An **Island Booth** is exposed to aisles on all four sides and is typically 20' x 20' and larger. **Island booths have a maximum allowable height of sixteen feet (16')** including signage.



SHOWN AS 20' x 20' ISLAND BOOTH



Specifications by Booth Size

The entire cubic content of all booths may be used up to the maximum allowable heights for each size without any line of sight restrictions. **All linear and corner booths have a height limitation of eight feet (8') including signage. Split islands and island booths have a maximum allowable height of sixteen feet (16') including signage.** Towers in excess of eight feet (8') should have drawings available for inspection. If you plan to construct a multi-story exhibit in which the display fixtures exceed twelve feet (12'), please contact ISPA prior to Conference for approval.

Exposed sidewalls or back walls of exhibit structures facing neighboring exhibitors must be finished and may not contain logos or branding so as not to detract from the neighboring exhibit space. Exhibitors whose exposed walls are not finished may be required to purchase masking drape from the general service contractor.

Other Structural Guidelines

Outlined below are specific guidelines relating to the construction of your booth. For a complete listing of all guidelines, please refer to your ISPA exhibit contract.

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. All materials used in display, construction or decorating should be made of fire retardant materials.

A few common examples of ISPA Expo restrictions:

1. **Flooring:** A finished floor is required. Mats, rugs and other similar materials are not accepted as finished flooring. Should a booth have an elevated floor, exhibitors are required to display proper caution signage. Booths without a finished floor will be carpeted by GES at the expense of the exhibitor.
2. **Helium Balloons:** Due to visibility requirements, helium balloons are not permitted.
3. **Hanging Signs:** Hanging signs are not permitted.
4. **Live animals:** With the exception of service animals, live animals are not allowed within any exhibit area without written approval.

Labor

Full time exhibitor personnel may set up their own booth using non-powered tools. All full-time employees must have company identification such as an I.D. badge during move-in and move-out. Any labor service required beyond full-time exhibitor personnel must be labor from GES or an approved exhibitor appointed contractor (EAC). An EAC is a company other than the exhibiting company or the general services contractor for the show that will require access to a booth during move-in and move-out. To use an EAC, you will need to submit an EAC Notice of Intent form, a valid Certificate of Insurance and sign the Agreement and Rules and Regulations between GES and the EAC. All forms must be received by GES 30 days prior to the show start and completed by an authorized representative using the [GES Espresso Online Ordering System](#).

Storage

Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly. ISPA reserves the right to request the removal of unsightly materials, if necessary.

Insurance

Liability insurance is the full and sole responsibility of each exhibitor. If using an Exhibitor Appointed Contractor (EAC), insurance coverage is required and must be submitted to GES. A copy should be kept on file during on-site set up and tear down. Additional information regarding a certificate of insurance (COI) for EACs is specified in the [GES Espresso Online Ordering System](#).



II. SHIPPING AND MATERIAL HANDLING

Shipping freight to the show can significantly impact your experience at Conference. Make sure that you choose the best way to ensure your items arrive at the show in a timely manner and in good condition. Below are steps to follow when making decisions on how to ship your freight. Be sure to review the [Fun Freight Facts](#) information sheet for tips to save time and money.

1. Determine if you will ship to the Advance Warehouse or directly to the trade show

Use the options below to determine how you will ship your freight to the show and then schedule your freight to arrive during the times specified. ISPA recommends deliveries be scheduled early during the time window.

Option #1 – Shipping to the GES Advance Warehouse (recommended)

ISPA strongly encourages all exhibitors to ship to the GES Advance Warehouse for storing and handling prior to the show.

Benefits:

- Once freight has been received at the Advance Warehouse, the count and condition may be confirmed prior to your arrival on-site.
- Freight will be delivered to your booth prior to move-in hours which allows for immediate set up once move-in begins.
- Shipping carriers are not required to go through the marshalling yard (where carriers line up to wait for dock space to load/unload) so waiting fees will be avoided.

<p>Advance Shipment to GES Warehouse</p>	<p>Advance shipments should arrive on or between Tuesday, September 12 and Tuesday, October 10.</p> <p>Warehouse receiving hours are Monday – Friday, 8:00 am – 4:30 pm; Closed 12:00 – 1:00 pm and holidays. Please note, shipments arriving before Tuesday, September 12 will incur a storage fee and shipments arriving after Tuesday, October 10 will incur a late to warehouse fee.</p>	<p>Address for Delivery</p> <p>GES ISPA Conference & Expo Exhibiting Company Name, Booth # 7000 Lindell Road Las Vegas, NV 89118 United States of America</p>
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Option #2 - Shipping Directly to the Show

If shipping directly to the show, please be aware:

- Freight will be delivered to booths on a first come, first served basis so your freight may not be at your booth when you arrive on-site for set up.
- Timely delivery is not guaranteed and you may incur charges through carriers for waiting time.

<p>Direct Shipment</p>	<p>Direct shipments should arrive on Saturday, October 14, 8:00 am – 5:00 pm or Sunday, October 15, 8:00 am – 2:00 pm</p> <p>Please note, shipments not arriving during this timeframe, on a holiday, or on overtime will incur additional charges.</p>	<p>Address for Delivery</p> <p>GES ISPA Conference & Expo Exhibiting Company Name, Booth # Mandalay Bay Convention Center 3950 South Las Vegas Blvd Las Vegas, NV 89119-1046 United States of America</p>
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2. Obtain a Bill of Lading from Carrier

A bill of lading is a legal document that establishes the terms between you and your carrier for the transport of materials between specified points for a specified charge. The bill of lading provides the driver all the necessary details to ship your freight. Typically, the bill of lading will include show name, exhibitor name, booth number, service contractor, number of pieces, weight per piece, total weight and move-in date.

3. Estimate Material Handling

Material handling or “drayage” is the unloading of a shipment from the facility dock, transporting it to a booth, storing and returning empty crates and cartons and reloading the shipment at the close of the show. Material handling is charged by the hundred weight of freight and is a separate cost not included in shipping charges. Hundred weight is the total weight of a crate or pallet divided by 100 to obtain billable weight and then rounded up to the next highest integer (6,482 lbs/100=64.82, rounded to 65 cwt).

To estimate the material handling charges you will incur at a show, use the rates stated in the [GES Expresso Online Ordering System](#) for your specific type of shipment and multiply by your hundred weight. It is recommended, but not required to pre-pay for your estimated material handling by submitting the form online and at the close of the show you would be credited or charged based on the actual charges.

4. Print Labels and Pack Your Freight

You may use the [GES Expresso Online Ordering System](#) to print shipping labels to be placed on each side of every box, pallet or crate. You may also want to add a contact name and phone number to the shipping label. If you choose not to print GES labels, please clearly make labels containing the information in Step 1. Outbound shipping labels can also be printed in advance to take with you for move-out.

ON-SITE

5. Place Empty Labels on Freight

Once you receive your freight and set up your booth, you may place empty stickers on empty crates so they will be picked up and stored during the show. Only put empty labels on crates that are ready to be removed, otherwise your crate could be moved prematurely. Empty stickers which will be distributed on-site by GES.

AFTER THE SHOW

Once the show floor is closed, GES will begin returning empty containers as soon as the aisle carpeting is removed from the Expo floor. This can take some time, but rest assured GES will work as quickly as possible to return crates.

6. Pack and Label Your Freight

Once all materials are securely packed, label each side of every box, pallet or crate with the outbound shipping labels you created or you may obtain blank labels from the On-Site GES Service Center. You may also want to add a contact name and phone number to the shipping label.

7. Submit Outbound Material Handling Form to the On-Site GES Service Center

Prior to the close of the show, GES will distribute a packet of information which contains an Outbound Material Handling form (also referred to as the Outbound Bill of Lading form). You will need to complete this form in order to ship items from the show. If you do not receive a form in your packet, you may request a copy at the On-Site GES Service Center.

The Outbound Material Handling form acts as your authorization for GES to load your materials on the carrier that you specify on the form, or return those materials to you by the means you specify, should your carrier not show by the carrier check in deadline.



Once your materials are packed, labeled and ready for pick up, leave your materials in your booth space and submit the completed Outbound Material Handling form to the On-Site GES Service Center. This notifies GES that your materials are ready to load once your carrier checks in. **All carriers must be checked in by 10:00 am on Thursday, October 19 and all freight must be removed from the Expo floor by 12:00 pm.**

If any exhibit items, including improperly labeled boxes and crates are left behind, they will be “forced”. When an item is forced, you will incur extra costs and fees as it is sent to the GES warehouse for storage until the exhibitor has made proper arrangements for it to be delivered or returned.

III. BOOTH ACTIVATION

Selling

The ISPA Conference & Expo is not a cash and carry show; therefore, exhibitors must not complete sales by receiving payment during the show. This policy will be strictly enforced and ISPA reserves the right to remove any exhibiting company found exchanging currency or payment information on the trade show floor or in the convention areas. Orders may be taken for future delivery only.

Solicitation/Suitcasing

Solicitations, signs, displays and promotional materials must be confined within the contracted exhibit space.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. Special caution should be taken when demonstrating machinery or equipment with moving parts or any product that is otherwise potentially dangerous.

Food and Beverage

Show management and/or exhibitors may distribute sample food and/or beverages as long as samples dispensed are products manufactured, processed or distributed by the exhibiting company (logo bottled water is an exception). Quantities are limited to “sample” sizes of (1) ounce for food items and two (2) ounces for non-alcoholic beverages. Exhibitors must obtain written permission for alcohol service, which may only occur after 4pm each day. Food and beverage items used as traffic promoters (i.e., soft drinks, popcorn, coffee, ice cream) must be purchased from Mandalay Bay. Each exhibitor intending to serve samples must advise Exhibitor Services for approval and instructions. Exhibitor Services department must approve all samples. Corkage and service fees may apply. Product liability insurance is required when sample food is distributed at Mandalay Bay. Mandalay Bay will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.

Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

IV. EXHIBIT STAFF REGISTRATION AND TRAVEL

Show Staff Allocation and Policy

Each exhibitor receives a designated number of Full-Conference and Show Staff registrations, in accordance with the size of booth secured. Once exhibitor registration begins, exhibitors will receive an email with specific instructions on how to register show staff. All individuals attending the ISPA Conference & Expo as exhibit booth personnel must



serve as an official representative of and solely represent the exhibiting company with which they are registered. Eligible attendees who either qualify as a buyer or who represent more than one exhibiting company must be registered under their own company name and meet eligibility guidelines for attendance.

10' x 10'	1 Full Conference, 4 Show Staff
10' x 20' (Linear & Split Island)	2 Full Conference, 6 Show Staff
10' x 30'	3 Full Conference, 10 Show Staff
10' x 40'	4 Full Conference, 10 Show Staff
20' x 20' Island	4 Full Conference, 10 Show Staff
20' x 30' and larger	6 Full Conference, 10 Show Staff

All of the above can purchase up to 10 additional Show Staff at \$175 each.

Full Conference Badge – Includes access to the Expo, General Sessions, Professional Development Sessions, Energy Breaks, Lunches and the Farewell Party.

Show Staff Badge – Includes access to the Expo, General Sessions, Professional Development Sessions, Energy Breaks and Lunches. It does not include the Farewell Party but tickets may be purchased for \$125 to attend.

It is highly suggested that all show staff is registered prior to Conference. Badges must be worn at all times once the Conference begins. All booths must be staffed during show hours. Children under the age of 16 are prohibited from the ISPA Expo floor during set up hours.

Hotel

The official hotel for the 2017 ISPA Conference & Expo is Mandalay Bay Resort and Casino located at 3950 South Las Vegas Blvd, Las Vegas, Nevada 89119. Reservations may be booked through the [ISPA room block](#), be sure to reserve your room by September 22 to receive the discounted rate. Please note, only exhibitors staying in the ISPA room block at Mandalay Bay are eligible to receive nightly ISPA Room Drops. Transportation to and from Mandalay Bay is the responsibility of the exhibitor. Please beware of “hotel pirates” reaching out with false messages claiming to be with the official housing company for the ISPA Conference & Expo. To help ISPA combat these issues, please send any non-official ISPA emails or phone solicitation details to ispa@ispastaff.com.

V. SHOW HOURS

Move-In

Saturday, October 14	8:00 am – 11:00 am (Exhibitors with 20x20 booths and larger)
	11:00 am to 8:00 pm (All Exhibitors)
Sunday, October 15	8:00 am to 8:00 pm (All Exhibitors)

On-site Badge Pick Up

Exhibitors may pick up their badges from noon to 8 pm on Sunday, October 15.

Expo Hours

The Expo will be open to badged attendees during the times below. ISPA exhibitors are welcomed and encouraged to attend daily General Sessions, Professional Development Sessions and the ISPA Foundation Auctions as time permits.



Monday, October 16	11:15 am – 6:00 pm
Tuesday, October 17	11:15 am – 5:00 pm
Wednesday, October 18	11:15 am – 3:00 pm

Lunch

Exhibitor lunches are complimentary each day and are located on the Expo floor. Lunch will be open each day from 12:00 – 1:30 pm.

Move-Out

Exhibits are to be kept intact until the closing of the show. Any exhibitor who begins dismantling before the close of the show may be subject to penalties which may include the ability to participate in future events.

Wednesday, October 18	3:00 pm – 10:00 pm
Thursday, October 19	8:00 am – 12:00 pm

VI. RULES AND GUIDELINES

Selling

The ISPA Conference & Expo is not a cash and carry show; therefore, exhibitors must not complete sales by receiving payment or delivering their products in the exhibit space during the Conference. This policy will be strictly enforced. Orders may be taken for future delivery only.

Solicitation/Suitcasing

Solicitations, signs, displays and promotional materials must be confined within the contracted exhibit space.

Booth Sharing and Subletting

Exhibitors are not allowed to share, sell or sublet any part of assigned space, nor represent, advertise or distribute literature for the product or services of any other company or individual. Upon request, all exhibitors must be prepared to show proof of business relationship with affiliated company.

ISPA Membership

All exhibitors must be active members of the International SPA Association and will be required to renew membership dues by June 30, 2017. **For distributors wishing to show multiple lines in their booth, each line must be a member of ISPA.**

Payments

The full balance of your booth must be paid in full by July 14, 2017. All payments may be submitted through the Map Your Show [Exhibitor Dashboard](#).

Cancellation

In the event an exhibitor desires to cancel a reservation of booth space, an irrevocable written notice of cancellation ("Booth Cancellation Notice") must be submitted to ISPA Headquarters. If the Booth Cancellation Notice is received prior to July 14, 2017, exhibitor will forfeit the prepaid 50 percent deposit, but will not be liable for the



balance. If a Booth Cancellation Notice is received by ISPA after July 14, 2017, exhibitor will remain liable for 100 percent of the total booth fees. See exhibitor contract for further cancellation details.

Exhibitor Hosted Events

As a benefit of participation, ISPA Conference & Expo exhibitors and sponsors are permitted to host a reception, hospitality suite, treatment suite or party outside of official Conference hours. All hospitality events must be approved in advance by ISPA via the [Hospitality Request Form](#) and follow the Hospitality Event guidelines.

VII. ATTENDEE LIST

An ISPA Conference & Expo attendee list which contains contact information for those that opted in to receive emails will be distributed to exhibiting and sponsoring companies. The attendee list should be kept confidential, as the selling or distribution of the list and included information is prohibited.

VIII. MARKETING YOUR PRESENCE

Cultivate a buzz before, during and post-Conference to drive traffic to your booth and strengthen your presence on the Expo floor. Discover multiple ways to gain exposure below.

ISPA AUCTION

The [ISPA Foundation](#) holds its largest fundraiser each year at Conference and all proceeds are donated to the Foundation's initiatives which includes the development of spa industry and consumer research. Donating an item to the Auction is a great way to make a tax-deductible contribution while showcasing a new product line or brand. The Silent Auction is open Monday, October 16 and Tuesday, October 17 and will close Tuesday night during the Live Auction event. Each company will receive additional exposure in both a print and digital Auction Catalog. The deadline for donations to be considered for the Live Auction is August 2 and to be included in the Auction Catalog the deadline is September 13.

Map Your Show Exhibitor Dashboard

The Map Your Show [Exhibitor Dashboard](#) is the central hub for all exhibiting resources. By accessing the Exhibitor Dashboard you will be able to utilize several tools to reach attendees as well as submit payments, access the GES Espresso Online Ordering System and much more. Instructions on how to navigate your Exhibitor Dashboard may be found here. For tips on using the Exhibitor Dashboard, be sure to view the [How-To Guide](#) to learn how to:

- Set up time slots so attendees can schedule one-on-one appointments with you. Attendees will also have the ability to add you to their ISPA Planner so that you can collect their contact information.
- Invite your current clients to your booth by using Map Your Show's direct link to your location on the [Expo floor](#) or your online showroom.
- Include images and descriptions of new products or show specials which will be listed when attendees [search the show](#).

Included Exposure

- Display the ISPA Conference Flair on your promotional materials, email signature, company website and social media outlets to invite customers to your ISPA booth and show that you are supporting the industry.
- Share new product launches, success stories or community outreach projects with ISPA leading up to Conference. ISPA loves to share member news through [Pulse Magazine](#) when the opportunity arises. Contact *Pulse* editor, Kelly Heitz, at Kelly.heizt@ispastaff.com for more information.
- Utilize ISPA's social media networks to reach members when you have exciting news to share. Send your update to ispa@ispastaff.com and we will do the rest.



- Sign up to gain free publicity by completing the [ISPA Media Lead survey](#) to receive notifications from ISPA when print or broadcast media outlets need sources and experts for their assignments. To participate, log in to your member account and click “Media” and then select “Media Leads” from the drop-down menu.
- Promote any booth activities as well as fun photos from the show on your social media platforms using #ISPA2017.

Additional Exposure

Reach your audience in a unique way by participating in the upgraded opportunities below or contact [Tara Finn](#) to customize an [exposure package](#) that meets your marketing needs.

- Upgrade your online listing in your Exhibitor Dashboard to increase your viewing potential and stand out on the [Expo floor](#). Enhancements include the ability to upload product images and videos to be seen when attendees click on your booth, adding a highlighted sticker on the Expo floor map and more. Packages range from \$199 - \$899.
- Become a Bronze sponsor and get your product directly in the hands of attendees with a Room Drop that will be delivered to guests’ hotel room each day during Conference. Purchase this sponsorship within your Exhibitor Dashboard for \$2,500.
- Send a select group of ISPA attendees a sample of your product and invite them to visit your booth through the pre-Conference [Reveal Box](#). Add this in your Exhibitor Dashboard for \$750 and submit 350 products. Take advantage of one of the few remaining spots by July 7.
- Place an ad in an issue of [Pulse magazine](#) and promote a new product, show special or booth number. Prices start at \$1,900 and the deadline to participate is August 4.
- Participate in the New Product Launch Supplement in the on-site issue of *Pulse Magazine* and receive a New Product Launch sticker for your booth. This special package is \$650.
- Purchase a New Product Launch floor sticker within the Exhibitor Dashboard and highlight your launch for \$160.



IX. IMPORTANT DATES AND DEADLINES

Item	Complete By
<input type="checkbox"/> Renew ISPA Membership for 2017-2018	June 30
<input type="checkbox"/> Submit payment for the remaining 50 percent of your booth through the Exhibitor Dashboard	July 14
<input type="checkbox"/> Begin communicating product launches and show specials to contacts and add to Map Your Show	July - Ongoing
<input type="checkbox"/> Enter open time slots into your Exhibitor Dashboard for attendees to book appointments with you	July
<input type="checkbox"/> Participate in the Pre-Conference September Reveal Box (limited availability)	August 1
<input type="checkbox"/> Include an advertisement in <i>Pulse</i> Magazine in the on-site October issue	August 4
<input type="checkbox"/> Update Company information in the Exhibitor Dashboard for the printed on-site Conference Guide	August 4
<input type="checkbox"/> Deadline to Register Show Staff for your booth	September 1
<input type="checkbox"/> Submit your Exhibitor Appointed Contractor (EAC) and Certificate of Liability (COL) forms	September 12
<input type="checkbox"/> Reserve Your Hotel Room to receive a discounted rate at the Mandalay Bay Resort & Casino	September 22
<input type="checkbox"/> Ship freight to the GES Advance warehouse. Refer to GES Espresso Online Ordering System for further instructions	Arrive Between September 12 – October 10
<input type="checkbox"/> Order Your Booth Furnishings, Lead Retrieval, Material Handling and other services at a discounted rate	September 25
<input type="checkbox"/> Ship freight to Exhibit Site. Refer to GES Espresso Online Ordering System for further instructions	Arrive on October 14 & 15
<input type="checkbox"/> Exhibitor Move-In	October 14 & 15
<input type="checkbox"/> Exhibitor Move-Out	October 18 & 19
<input type="checkbox"/>	



X. KEY CONTACTS

Expo Management: Booth sales, operations, construction guidelines, move-in and move-out, Map Your Show Exhibitor Dashboard	Autumn Phelps, Trade Show Manager autumn.phelps@ispastaff.com 1.859.226.4207
Sponsorship and Advertising Opportunities	Tara Finn, Sales Manager tara.finn@ispastaff.com 1.859.226.4372
Existing Sponsor or Advertiser	Jessica Pfister, Fulfillment Coordinator jessica.pfister@ispastaff.com 1.859.687.7014
ISPA Membership	Wendy, Payne, Membership Specialist wendy.payne@ispastaff.com 1.859.219.3512
General Services Contractor - GES shipping and labor quote, material handling, exhibit insurance, booth décor and carpeting	To order: Access your Exhibitor Dashboard For questions: 800.801.7648
Official ISPA Housing	Book Reservations at Mandalay Bay Resort & Casino For questions: 1.877.632.7800
Food and Beverage, Internet, Electric, A/V, Plant and Floral	To order through Mandalay Bay: Access your Exhibitor Dashboard For questions: 855.408.1349
Lead Retrieval	American Tradeshow Services To order: Access your Exhibitor Dashboard For questions: 1.985.869.3542
Dry Cleaning	Big Apple Cleaners www.bigapplecleaners.com 1.702.525.6621
Model and Talent	Baskow Agency www.baskowtalent.com 1.702.733.7818 ext.222 Judy Venn & Associates www.jvainc.com 1.800.553.8855