



Exhibitor Checklist

Key
 Operations 
 Marketing & PR 
 Travel 
 Onsite 
 Main Stand Holder = MSH
 Stand Sharer = SH
 Mandatory = ★

Accommodation and Travel
 Dovetail Foks / HotelMap
 +44 20 7292 2320
antonio@hotelmap.com

Hotel & Travel Information
www.in-cosmeticsasia.com/en/about-the-show/venue-information/

Exhibitor Badges
 Livebuzz
 +44 (0)844 412 7963
exhibitors@livebuzz.co.uk

Badge Scanners
 Reed Exhibitions
Victoria.Turley@reedexpo.co.uk

Catalogue / Preview Advertising
 Showtime Media Services
 +44 (0) 1462 420009
in-cosmetics@showtimemedia.com

Freight Forwarding
 DB Schenker
 +44 (0)1268 632 107
Jason.townsend@dbschenker.com

in-cosmetics Asia Operations Team
operations@reedtradex.co.th

Official Stand Contractor
 Cityneon Displays & Constructions
 +66 2690 2682 to 4, +66 2690 3180
marketing@cityneonthailand.com

Electrical Water / Drainage / Air Supply Contractor
 Exhibition Design & Lighting
 +66 2693 9544 to 48
edlx@ksc.th.com

Special Furniture Rental
 U-RENT
 +66 2380 1720 to 2
thalin@u-rentthai.com sales@u-rentthai.com

Audio/Visual Contractor
 Boomerang Organize and Consultant
 +66 2921 2551 , +66 2195 6136
 Mobile: +66 86 399 3119 , +66 89 008 4334
boomerang2009@hotmail.com

Communications / Floral / Catering
 Bangkok International Trade and Exhibition Center (BITEC)
 +66 27261999 Ext. 7501
ops@bhirajburi.co.th








































Temporary Stand Personnel / Registration of Contractors / Details of Working Exhibits
 Reed Tradex
 +66 2686 7355
operations@reedtradex.co.th

PR and Press
 Storm Communications
 +44 (0)20 7240 2444
in-cosmeticsasia@stormcom.co.uk

Need help?

Forgotten your password for the [Exhibitor Portal?](#)
 Need other assistance?

Contact:
Customer Services
 +44 (0) 208 271 2122
incosasia.help@reedexpo.co.uk
www.in-cosmeticsasia.com

			click on the action for further information	deadline	
July	MSH / SH		Send free editorial to the in-cosmetics PR team for stand by stand releases for the trade publications at in-cosmetics@stormcom.co.uk	ASAP	
	MSH / SH		Book your flights and accommodation for Bangkok, use our official hotel provider for excellent rates. For more information visit the website .	ASAP	
	MSH / SH		Download show logos and banners free from our website to use in your email signatures, website and promotional materials	ASAP	
	MSH / SH		Take advantage of our branding opportunities to promote your company before and during the show	ASAP	
	MSH / SH		Follow us on Twitter and join us on Facebook and LinkedIn to keep up to date with news from the show team and the industry, and to reach out to our audience	ASAP	
	MSH/SH		Order Letters of Invitation (for Visa Applications) via the same screen where you order your exhibitor badges - accessible through the Exhibitor Portal	ASAP	
August	MSH	★ 	Consult the Exhibitor Manual for information on stand build regulations, place orders for onsite facilities etc. – the manual is available here	30-Jul	
	MSH / SH		Submit your Show Preview Magazine editorial to Showtime Media by contacting editorial@showtimemedia.com .	13-Aug	
	MSH	★ 	Registration of stand sharers to appear on the Preview. To add sharers to your stand at a cost of £375 per sharer, email victoria.turley@reedexpo.co.uk	13-Aug	
	MSH/SH		Book advertising in the Show Preview Magazine, email in-cosmetics@showtimemedia.com . Download media pack for pricing and options.	13-Aug	
September	MSH/SH		Submit an award entry for the Innovation Zone Award (Innovation Zone Box bookers only)	29-Aug	
	MSH/SH		Arrange your freight to and from in-cosmetics with our official freight forwarder DB Schenker at Jason.townsend@dbschenker.com . Shipping instructions can be found here .	14-Sep	
	MSH		Thinking of booking a Premium Stand? For visual examples and comprehensive information visit the website	14-Sep	
	MSH/SH		Deadline for submitting space only stand plans for approval to operations@reedtradex.co.th	14-Sep	
	MSH		Place your on-site orders for AV, Floral etc. through the Exhibitor Manual. Order Forms accessible here: http://asia.in-cosmetics.com/exhibitor-manual/	14-Sep	
	MSH/SH		Deadline for space only and shell scheme exhibitors to get the early bird rate on their on-site orders placed through the Exhibitor Manual also accessible in the Exhibitor Portal	14-Sep	
	MSH/SH		Submit your Show Catalogue editorial to Showtime Media by contacting editorial@showtimemedia.com .	24-Sep	
	MSH/SH	★ 	Submit information for your Show Catalogue entry via the Exhibitor Portal . Add Company details, select product categories, your company's description, videos, PDFs, your social media and other links. To check what is showing currently, click on your company name in the Exhibitor Directory	28-Sep	
	MSH		Deadline to book advertising in the Show Catalogue, email in-cosmetics@showtimemedia.com . Download media pack for pricing and options.	28-Sep	
	MSH/SH		Submit your electronic Press Pack to in-cosmeticsasia@stormcom.co.uk (we no longer accept hard-copy press packs at the press office on-site)	30 -Sept	
October	MSH		Last chance to book a meeting or presentation room at the show, find pricing and booking information here .	06-Oct	
	MSH		Change stand build type from space only to shell scheme, or shell scheme to space only by emailing victoria.turley@reedexpo.co.uk	06-Oct	
	MSH/SH	★ 	Deadline for ordering exhibitor badges via the Exhibitor Portal	20-Oct	
	MSH/SH		Build-up 12:00 – 20:00 space only	27-Oct	
	MSH/SH		Collect exhibitor badges	27 - 29 Oct	
	MSH/SH		Build-up 08:00 – 18:00 space only		
	MSH/SH		Build-up 08:00 – 18:00 space only and shell scheme stands	28-Oct	
	MSH/SH		Halls open to exhibitors 08:00 – 18:00, Show opens to visitors 10:00 – 18:00	29-Oct	
November	MSH/SH		Halls open to exhibitors 08:00 – 18:00, Show opens to visitors 10:00 – 18:00	30-Oct	
	MSH/SH		Halls open to exhibitors 08:00 – 18:00, Show opens to visitors 10:00 – 17:00, breakdown 17:15 - 22:00	28-Oct	
	MSH/SH		Build-up 08:00 – 15:00	29-Oct	
November post show	MSH/SH		Halls open to exhibitors 08:00 – 18:00, Show opens to visitors 10:00 – 17:00, breakdown 17:15 - 22:00	30-Oct	
	MSH/SH		Make the most of your attendance at in-cosmetics Asia by following up your leads	31-Oct	
	MSH/SH		Create a database of leads to add to your prospect database and follow up with a post event email	01-Nov	
	MSH/SH		Breakdown 08:00 – 15:00	02-Nov	
	MSH/SH		Take part in the show survey and provide us with your feedback of the show	Post event	
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