



May 2024

TO: SPCP Supplier and Trainer Members, Exhibitors, and Sponsors

IMPORTANT INFORMATION, PLEASE READ FIRST!

Enclosed is the exhibitor packet for the SPCP 33rd Annual Convention. Please review this carefully.

All booths should be ordered no later than Thursday, **August 1st**.

Vendor Set-Up

The exhibitor room will be open to set up from **8am - 12pm, September 9th**.

All exhibits must be fully set up by **Monday 12pm**. Please refer to the service forms for special ordering for your booth. It may be cost effective to you have your own power bar and extensions. The SPCP will provide two draped and skirted tables and two chairs per full booth ordered.

Vendor Exhibitor Hours:

Monday Sept. 9th - 1:30pm – 6pm.

VIP Vendor Shop – 1:30pm-2:30pm

Vendor Floor Open - 3pm-6pm

Tuesday Sept. 10th - 9am – 5pm (closed for lunch)

Wednesday Sept. 11th - 9am – 5pm (closed for lunch)

Thursday Sept. 12th – Vendor Packup Day

We will close the vendor room promptly at 6:00 pm on Monday and 5pm on Thursday to prepare for receptions ; your cooperation is appreciated.

The presentations are scheduled as ½ hour time slots with 15 minutes in-between each presentation (a-la carte Vendor Presentation application attached). SPCP sponsors have priority on a first come basis prior to **July 1st**. After that date, it is open to all in the order they are received. If paying by check, please provide a separate check for the exhibitor lecture so it may be returned if the need arises.

Packages –

They can be sent to:

The Worthington Renaissance Fort Worth Hotel

200 Main Street

Fort Worth, Texas 76102

Attn: (*Antonela*)

Hold for:

Function Dates:

It is always VERY helpful to have ADDITIONAL labels attached to the sides of your box for your booth:

EXHIBITOR BOOTH – Exhibiting Company Name

SPCP Convention – YOUR NAME

September 9-12

Box _____ of _____

Only Exhibitors or Convention Sponsors may submit items for the convention bags. If you are going to be sending these items (such as pigment samples, brochures, etc.) – send 200 inserts to the listed address with **Antonela Mihali's name**. **This must arrive at the hotel no later than Saturday, September 7th**. **You are responsible for all shipping costs, tracking, and return shipping costs.**

*We cannot accept anything after Saturday as the bags will be assembled on Monday morning. Please do not ask or expect us to allow you to be the exception. You can give them away at your booth if you miss this opportunity. **DO NOT put Antonela's name** on any of your booth items. They get opened and we cannot be held responsible for missing items since many people assist in bag assembly.*

Also, please email admin@spcp.org with the Subject: SPCP Convention Donation to let us know you have shipped something for the bags by **Monday, August 26th**, so in the event your package is not there, we can search for it. *Tracking details are always important to have.*

Any extra “giveaway” items will be returned to you at your booth.

If you wish to attend the Monday Members Meeting Brunch, there will be an additional charge of \$50.

There is a lot of information here; thank you for taking the time to read through it carefully. Don't stress about all the dates...we have, again, included a date sheet that is helpful. Please support the SPCP by becoming a Convention Sponsor!

We appreciate your participation and support and look forward to seeing you there!

Best regards!

Your Convention Crew:

SPCP Administration

Board of Directors

Young Professionals Committee

Included: This Letter, Important Convention Dates, Exhibitor Guidelines/Agreement, SPCP Code of Ethics, Convention Exhibitor Application, Exhibitor Presentation Application, Guest Package Rate Sheet

SPCP 33rd Annual International Convention and Trade Show

The Worthington Renaissance Fort Worth Hotel,

Fort Worth, Texas

Important Dates

Monday, July 1 st	Sponsor priority cut-off date for Vendor Presentation time slots.
Friday, July 19 th	Deadline to order Vendor Presentation time slots
Friday, August 2 nd	Deadline to order Vendor Booth Space
Monday, August 26 th	Notify admin@spcp.org if you shipped bag inserts and/or raffle or auction items. Subject Line: SPCP Convention Donation
Saturday, September 7 th	Bag inserts addressed to Worthington Renaissance Fort Worth, TX attn: Antonela Mihali must arrive by this date
Monday, September 9 th	Exhibitor booth set up 8am - 12pm
Monday, September 9 th	Day 1 Opening Lunch 12:30-1:30pm VIP Vendor Shop 1:30-2:30 Vendor Floor Open 3-6
Tuesday, September 10 th	Day 2 Presentations/Vendor Room 9:00- 5:00pm
Wednesday, September 11 th	Day 3 Presentations/Vendor Room 9:00- 5:00pm Gala Party 6:30-9:30pm VIP After Party 9:30-11:30pm
Thursday, September 12 th	Vendor Packup Day

SOCIETY OF PERMANENT COSMETIC PROFESSIONALS

3319 E 46th St., Suite 100

Tulsa, OK 74135

Email: admin@spcp.org

EXHIBITOR AGREEMENT – 2024

Exhibitor agrees as follows:

1. All products and equipment to be sold at the convention/event must be listed with the exhibitor application for review by the SPCP. *Only listed items will be allowed.*
2. In consideration of the members of the SPCP who remain in good ethical standing, the SPCP will not permit the sale of products offered by, on behalf of, or manufactured by persons who have been removed from, or are ineligible for SPCP membership based on the SPCP Code of Ethics.
3. Only SPCP trainer members may advertise their training/educational programs at SPCP conventions/events. No other schools, certifying bodies, apprenticeship programs, workshops, or organizations may be advertised without the prior consent of the SPCP.
4. Exhibitor contracts are non-transferable, and non-assignable. Products may be limited with priority given to previous exhibitors and on a first-come, first-served basis.
5. The exhibitor signing the application is responsible to see all agents, employees, and assistants are *listed* and adhere to the agreement. The SPCP reserves the right to refuse participation of any agent, employee, or assistant at the convention/event. Exhibitors are subject to the provisions set forth by the SPCP Code of Ethics. This agreement is binding on all agents, employees, and assistants of the exhibitor.
6. Distribution of supplies, fliers, and other promotional materials are restricted to the exhibitor room and exhibitor presentation room.

Exhibitors may provide materials and samples for the convention bags *for their business only* and they must be received at the Worthington Renaissance Hotel no later than **Saturday, September 7th**, addressed to **Antonela Mihali**. All other packages must be addressed to your own name.

7. Exhibitors shall not be associated with onsite classes or workshops immediately prior to or during the SPCP convention/event. Post-convention classes may be scheduled for **Friday, September 13th** or later.

8. Exhibitors agree the SPCP will assume no liability arising from their booth, products, or services.

9. Exhibitors shall not offer/sell unauthorized reproductions (knockoffs) of equipment, needles, pigments/inks, or other supplies that are represented as a name-brand product.

10. PIGMENTS, ANESTHETICS, and REMOVERS

A. Pigments, anesthetics, and lighteners/removers, should be *manufactured* (not formulated by a pharmacy, for instance) and have been on the market for at *least two years* and be legally sold in the USA as an over-the-counter preparation. The SPCP reserves the right to disallow or prohibit the sale, advertisement, or marketing of any product deemed unsafe or illegal in accordance with the Code of Ethics.

B. Pigments, anesthetics, and removers must be labeled with all ingredients and shall not contain statements that cannot be verified through scientific evidence. Safety Data Sheets must be onsite or online and available for viewing for each product. The following manufacturer guidelines for these products must be adhered to whether the vendor is the original manufacturer or not.

11. Exhibitor understands that the Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. You may not dispense alcohol at your booth.

Guidelines for Pigment Manufacturers

1. Formulation of Pigments:

- Because laws are subject to change, it is the responsibility of all SPCP member pigment manufacturers, supplier members, and trainer members to understand and abide by the laws specific to tattoo pigments in the regions where these products are sold and/or used for training purposes.

2. Safety Data Sheets:

- SD Sheets must be made available when requested.

3. Pigment Bacteria, Mold, Yeast, and Fungus Retardant Ingredient:

- Pigment ingredients shall include a process or an ingredient that is known to retard the growth of bacteria, mold, yeast, and fungus.

4. Pigment Container Labeling:

- Pigment container labeling shall, as a minimum, state: “For Professional Use Only,” provide a lot number, an expiration date, and contact information.

5. Patch/Spot/Pigment Test/Scratch Test:

- If a manufacturer requires, suggests, or recommends a patch/spot pigment test/scratch test be performed, the manufacturer or distributor of that pigment shall, upon request, provide detailed instructions in written format as to how to properly perform the testing procedure and how to determine the outcome.

6. Pigment Ingredient Full Disclosure:

- Full disclosure of all pigment ingredients shall be provided on at least one of the following documents:
 - The Safety Data Sheet
 - The Pigment Label
 - A Pigment “Full Disclosure List” provided upon requestAdditionally, regardless of where the full disclosure of ingredients is provided, they should be listed in descending order.

These guidelines apply to all members who manufacture, sell, or train with pigments without exception.

SPCP Pigment Guidelines Updated 6-21-14 from 02/05 and 6/08

Guidelines for Anesthetic Manufacturers

Anesthetics sold by supplier members or vendors cannot be prepared by compounding pharmacies, but rather must be sold to the supplier member or vendor by Manufacturers in compliance with the FDA.

This applies not only to convention but to ALL sales as an SPCP supplier member. Hand or pharmacy formulated anesthetics may NOT be sold by SPCP supplier members or exhibitors.

Explanation and Implementation:

Whenever a pharmacy compounds a formula, even at over-the-counter levels, it is considered a prescription drug and cannot be dispensed without a prescription. Also, compounding pharmacies do not fall under FDA scrutiny. This lack of scrutiny has been linked to two deaths and resulted in an FDA Public Advisory.

As a result of the FDA's findings, Supplier Members selling topical anesthetics must use FDA compliant. Manufacturers must supply a copy of their lab's Manufacturing License to the SPCP upon request. This license insures accurate expiration dates and assay testing for safe levels of active ingredients.

If you are a re-seller and you know your manufacturer has submitted documentation, simply attach a letter or email stating so.

- C. Pigment removers/lighteners may be sold provided they have been on the market at least two years, *have written guidelines with instructions for their use*, including contraindications, and must have SD Sheets and ingredients listing available.

12. EQUIPMENT

- A. All machines or devices must have tubes, needles, tips, cartridges, etc., that are pre-sterile or heat sterilizable, or demonstrable protection against cross-contamination for any parts such as hand pieces that may come in contact with bloodborne pathogens.
- B. All devices must be displayed in a manner so as to inform the user of the need for protection of equipment against bloodborne pathogens including touch pads, grips, and other areas that are handled during the procedure.
- C. Exhibitors selling machines must have all power devices, cords, etc., available to test the machines.
- D. No rotary machines that rely on a sponge or similar attachment to reduce contamination may be sold. *Internal mechanisms of machines must not be able to be contaminated or must be able to be sterilized.*

13. Products that are normally used outside the scope of practice for a permanent cosmetics technician such as skin care products, lash tints, lash extensions, etc., should be sold with disclosure to the purchaser that they are responsible to be sure the use of this product by them falls within their scope of license(s) or other designations in their state or locality. *This information must be provided in print with the sales of these items.*

14. No exhibitor may tear down prior to the close of the event without permission of the SPCP convention staff. Hours of operation are ***Monday September 9th - 12:30pm - 6pm, Tuesday September 10 & Wednesday September 11, 9am-5pm.***

15. Any exhibitor who violates the exhibitor agreement risks having their booth(s) closed, forfeit exhibitor fees, and may be barred from future convention/event participation at the discretion of the SPCP Board of Directors.

16. Any exhibitor who cancels 60 days or less, prior to the convention/event will forfeit all exhibitor fees. Exhibitor space that becomes available through cancellations will be offered to wait listed exhibitors.

The SPCP does not endorse, approve, or guarantee the reliability or safety of any products exhibited at their convention/event. Failure to abide by the SPCP Exhibitor agreement may exclude the exhibitor from future events.

Signed: _____ **Date:** _____



3319 E. 46th St., Suite 100
Tulsa, OK 74135

Code of Ethics

Members are to maintain high ethical professional standards consistent with sound practices, regulatory requirements, and SPCP guidelines.

Members will strive to promote the mission of the Society and encourage a cohesive relationship throughout the cosmetic tattoo industry.

Members agree to only offer procedures they have been trained to perform with hands-on oversight.

Members recognize the importance of continuing education to upgrade and improve their knowledge and skills.

a. Members will only use products that are professionally manufactured and follow all regulations for their use.

b. Members who are manufacturers and/or distributors of equipment or supplies, including pigments and anesthetics, agree not to provide false or misleading statements and will fully disclose all ingredients.

Members will utilize safe practices of disinfection and sterilization of all machines, devices, or other components that can potentially be contaminated by bloodborne pathogens. Disposable parts, including needles, will not be reused, nor will manual device handles be detached from needle groupings prior to disposal.

Members agree that permanent cosmetics/makeup/microblading procedures, among other names for depositing pigment into the skin with a needle is tattooing and is not to be considered a semi-permanent nor a fully painless process.

Members will make no false or misleading statements to the public through material; including but not limited to: websites, social media, brochures, or forms regarding the process of tattooing.

Members agree that technicians who are not a licensed medical professional shall not participate in any behavior that could be construed as diagnosing and that the client's health and privacy of records in accordance with regulatory requirements are protected at all times.

Members who conduct fundamental training agree that programs at the fundamental level shall be a minimum of 100 hours in duration and shall include practical components under direct instructor supervision. Only trainer members may use SPCP logos in association with training.

Members agree that Society or fellow member materials, including items such as articles, videos, handouts, images, and membership lists may not be used without written authorization from the SPCP, or the member owning the materials.

Members agree that in the event of a lapse in SPCP membership or CPCP certification, they will remove all associated logos and references within fourteen days of expiration.

SOCIETY OF PERMANENT COSMETIC PROFESSIONALS

33rd Annual International Convention and Trade Show

The Worthington Renaissance Fort Worth Hotel, Fort Worth, Texas

Exhibitor Days September 9th – 11th, 2024
Convention Concludes September 12th, 2024

CONVENTION EXHIBITOR APPLICATION

The Exhibitor Room will be open Monday, September 9 through Wednesday, September 11th with opportunities for exhibitor presentations. **A complete list of products and/or services offered must be submitted with this application each year.** Please do not list only “add-on” items. This is to the exhibitor’s advantage as we receive many post-convention calls looking for an item they saw at the convention but forgot who was selling it. Anything added must be submitted to the SPCP office no less than *30 days prior to the event*. The SPCP shall not assume any liability for products and/or services sold.

Completing this application signifies the exhibitors(s) AGREE TO CONFORM TO THE TERMS AND CONDITIONS SET FORTH IN THE SPCP EXHIBITOR AGREEMENT and has submitted a signed copy with this application. The SPCP Board has the right to deny or cancel booth space if the vendor is not or has not been in compliance with the Agreement.

Exhibitor Name: _____

Company: _____

Address: _____

City: _____ State: _____ Country: _____

Zip: _____

Phone: _____

Email: _____ Website: _____.

Sending bag stuffers? Yes No

Booth options and fees:

Luxe: \$4999 non-members/\$4250 members*

- Includes 30-minute vendor presentation.
- Standard VIP for 1 person, 1 general pass for assistant
- Exclusive Diamond 50% Discount Code for additional assistants – up to 2 max. Cannot be combined with member discount code.
- Premium ad-space on event passes
- Feature in vendor reel at member brunch emcee shout-out
- Luncheon Buffet included

Premium Plus \$1799 non-members/\$1550 members*

- 8 ft. Booth/2 6ft tables/L-Shape
- Includes 2 booth tags & 1 standard ticket
- General ad-space on event passes
- Feature in vendor reel at member brunch emcee shout-out
- Luncheon Buffet included

Premium \$999 non-members/\$850 members*

- 8 ft. Booth/2 6ft tables/L-Shape
- 2 booth tags – colored bracelets instead???
- Feature in vendor reel at member brunch emcee shout-out
- No event attendance
- Ticket upgrade available
- Luncheon Buffet included

Simple \$799 non-members/\$699*

- 1 6ft. table
- 2 booth tags
- Luncheon Buffet included

A-la-Carte Upgrades

Corner Booth *limited availability* \$150 (*member discount code does not apply*)

Vendor Presentation \$1000 (*only 4 available, member discount code does not apply*)

****Discount Code is given for SPCP Members**

EXHIBIT SPACE MUST BE ORDERED BY **FRIDAY, August 2nd 2024**,
space permitting.

Number of Luxe Booths (\$4999/\$4250): _____ Single Table (\$625/\$500):
_____ Addt'l. Tags (\$50): _____

Number of Premium Plus Booths (\$1799/\$1550) _____ Single Table (\$625/500) _____
Addt'l Tags \$50 _____

Number of Premium Booths (\$999/\$850) _____
Buy your convention ticket at spcp.org

Number of Simple Booths (\$799/\$699) _____
Buy your convention ticket at spcp.org

A-la-Carte Upgrades

Corner Booth *limited availability* \$150 (*member discount code does not apply*) _____

Vendor Presentation \$1000 (*only 4 available, member discount code does not apply*) _____

EXHIBITOR NAMES FOR BOOTH TAGS:

For credit cards, Total Amount to be Invoiced: _____

If mailing check, money order or cashier's, please send completed registration and
products list with fees to:

SOCIETY OF PERMANENT COSMETIC PROFESSIONALS

3319 E 46th St., Suite 100, Tulsa, OK 74135
admin@spcp.org

Vendor/Exhibitor

Presentation Request 2024

Yes, I would like to reserve an Exhibitor/Vendor Presentation time slot at the convention. I understand all of the following: a) **1/2 hour** time slots will be offered throughout the day in 2 separate rooms, b) only Exhibitor booth listed products or services may be presented and must be in keeping with Exhibitor Guidelines and the SPCP Code of Ethics; c) only listed exhibitors **who are SPCP members** may register for the presentation, and d) the presentation must be related to the permanent cosmetics industry. A microphone, podium, screen, and projector for PowerPoint will be provided by SPCP. All other audio/visual equipment must be arranged for with the hotel by the vendor.

Furthermore, I understand that: e) the exhibitor room will remain open 9:00AM - 4:30PM on Presentation days and the SPCP is not responsible for any loss if my booth remains unattended; f) time slots will be made available on a first-come basis with *priority* given to **SPCP sponsors** who have submitted their request by **Friday, July 28th**. g) time slots will be

filled in the order they are received, and h) there is no additional charge to attendees to attend.

Additionally, I agree to submit this application fully paid at a cost of **\$1000** with an 80-word description of the presentation also submitted no later than **August 18th, 2023**. If the time slots are full, I will be added to a waiting list; fees will be returned at the end of convention if a spot does not open.

I HAVE READ THE ABOVE AND AGREE TO CONFORM TO ALL EXHIBITOR GUIDELINES ACCORDING TO THE EXHIBITOR AGREEMENT. I understand I cannot assign my exhibitor presentation space to any other party and if I am unable to participate after acceptance by the SPCP, NO fees paid by me will be returned. I will pay my supplier membership when due, or my space may be forfeited.

SIGNED: _____

DATE: _____

EXHIBITOR

NAME: _____ REPRESENTING: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ email: _____

NAME(S) OF PRESENTER(S):

TOTAL AMOUNT ENCLOSED: _____ by: Check Visa
MasterCard Amex

Credit Card number: _____ Expiration
date: _____ 3-Dig Code: _____

Send completed registration with fees to:

SPCP
3319 E 46th St., Suite 100
Tulsa, OK 74135 admin@spcp.org



EXHIBITOR SERVICES

Natalie Copeland - CX Coordinator
 Natalie.Copeland@encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDER BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$394	\$464
TRIPOD SCREEN		\$80	\$95
25' HDMI CABLE		\$26	\$30
MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
43" MONITOR		\$4	\$508
55" MONITOR		\$597	\$702
70" MONITOR		\$990	\$1,165
FLOOR STAND		\$69	\$81
AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
WIRELESS MICROPHONE PKG		\$180	\$212
INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI (< 25 users)		\$16	\$19
HARD LINE CONNECTION		\$95	\$150
POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V - 5 AMP (6 OUTLET STRIP)		\$55	\$65
120V - 20 AMP (DEDICATED POWER)		\$127	\$150
MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$214	\$252
FLIPCHART PACKAGE		\$63	\$74

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 682 - 888-4561



