



Home ▶ Help ▶ Frequently asked questions

Frequently Asked Questions

In this section, you'll find answers to the questions we get asked most frequently from our visitors and exhibitors.

We hope you find this useful but if you still can't find what you're looking for then please **contact a member of our team** who will be more than happy to assist with your query.



VISITORS

1) What are the show dates and opening hours?

Tuesday 2nd April: 09:00 - 18:00

Wednesday 3rd April: 09:00 - 18:00

Thursday 4th April: 09:00 - 17:00

* Attendees booked to attend the pre-show Regulatory Conference - taking place 1st April 2019 from 13:00 - 18:00 in room Espace 2000 of the venue - should arrive around 15 - 30 minutes before the start.

2) Does it cost for me to register as a visitor at the show?

It costs 60€ to register at the show as a visitor. There is no cost if you **register on the website** before the show.

3) Will I be able to print off my visitor badge at the venue?

If you register to attend the event before 1 March 2019* you will receive your smart badge in the post. This is a new initiative for 2019 and has been implemented to help manage entry queues. If you haven't received your smart badge in time for the event, you will need to print your badge off at the venue using your registration confirmation reference number.

Please remember in-cosmetics Global is a smart event, so your badge will be equipped with smart technology. For further information on in-cosmetics Global as a smart event, **you can learn more here**.

*Around 70% of visitors will register before 1 March 2019.

4) Is the Education Programme free to attend?

All the educative sessions are free to attend except for the Workshops, the Pre-Regulatory Show Conference, and select Formulation Lab training sessions (**view the price list**). There are also a select number of priority seats available for the Marketing Trends theatre, which can be purchased before the show. We advise that you arrive at least 15 minutes before an education session is due to begin.

5) How do I obtain a Letter of Invitation for my Visa application?

To request a Letter of Invitation, please fill out the online registration form. Once your registration is complete, you will be directed to a confirmation page. On this page, there will be a link to request your letter of invitation. You will also receive a confirmation email that includes a link to request your letter of invitation. Once you have requested this, our team will vet your application and if approved, you will receive your letter of invitation via email. There will be a non-refundable fee of €30 for this service.

6) How do I get to Paris Expo Porte de Versailles?

Paris Expo Porte de Versailles is easy to reach by both public transport or by car and has ample parking facilities. For full details on location, parking availability and transportation to and from the venue please **visit the VIPARIS website**.

7) What is the closest train station to Paris Expo Porte de Versailles?

The venue is in close proximity to metro, tramway and bus stops. If you are travelling to the venue by metro, you should take Line 12 to the Porte de Versailles Station or Line 8 to Balard Station. If you are travelling by

EXHIBITORS

1) What time can I enter the exhibition hall from on the show opening days?

Exhibitors will be able to enter the halls from 08:00 - 19:00 on show days (2 - 4 2019).

* Attendees booked to attend the pre-show Regulatory Conference - taking place 1st April 2019 from 13:00 - 18:00 in room Espace 2000 of the venue - should arrive around 15 - 30 minutes before the start.

2) How do I access the Exhibitor Portal?

To access the Exhibitor Portal, go to the website homepage and click on 'login' in the top right-hand corner and then enter your login details. If you have not received these details then click on 'activate your account/reset password' and these details will be sent to you in an email.

3) When will the Exhibitor Manual go live and how can I access it?

The Exhibitor Manual is now available in the Exhibitor Portal, and contains important deadline dates. The manual will ONLY be available to main standholders who have signed and returned their contract. It is very important that you grant access to the individual(s) responsible for managing your participation. Your unique access details can only be issued to agents and/or contractors on receipt of written authority from you.

4) How do I register my sharers?

As Reed Exhibitions and in-cosmetics Global only have a contractual relationship with main standholders, the sharer fee will, from now on, be charged to main standholder companies - not sharing companies. Sharers wishing to pay for their own registration fee should make payment arrangements directly with the main standholder. The main standholder will be able to register each sharer via the Exhibitor Portal, only after having informed the in-cosmetics Global team of the exact number of sharers you would like to register. Please email **Emily Beard** to request a sharer form.

5) How do I book a meeting room at the show?

Please contact your local Sales Manager via our **contact us** page.

6) Is there WiFi inside the hall?

Yes, but it is highly recommended that you order a hard wire internet connection for your stand via the Exhibitor Manual, as the WiFi is public and only strong enough to send and receive emails.

7) When is the deadline to change my stand type?

The deadline is on the 13th of March 2018. Please email **Emily Beard** to change your stand type.

8) Is there a cloakroom at the show where I can leave my bag?

Yes, we will be providing a cloakroom at the show for you to store your belongings and this will be located near the main entrance.

9) I have a question about my exhibitor badge, who do I contact?

Please email **Emily Beard** who will be able to assist you.

tramway, you should take either Lines 12 or 13a to the Porte de Versailles-Parc des Expositions Station. If you are heading to the venue by bus you should take Line 80 to stop Porte de Versailles-Parc des Expositions, or Line 39 to stop Desnouettes.

8) Can I bring my child with me to in-cosmetics Global?

Unfortunately, we do not allow any children in the exhibition halls under the age of 16.

9) Will there be WiFi inside the exhibition halls?

There will be wifi hotspots available around the show. Full details on WiFi access will be confirmed closer to the show.

10) How do I navigate my way around the exhibition?

We have a floorplan available in the in-cosmetics Global show catalogue to help you navigate your way around the exhibition. You can pick up a show catalogue at the registration desks just before you enter the exhibition. A floorplan of the venue will only be available in the show Pocket Guide, which is also available for collection at the registration desks.

Need help getting here?

in-cosmetics Global attracts an international audience so wherever you're coming from we can help you find your way.

[TRAVELLING TO RAI AMSTERDAM](#)

Want to speak to someone?

If you have questions about exhibiting or would like to speak to someone about booking your stand, get in touch with us today.

[CONTACT US](#)



Show Dates & Location

Tue 6th October: 09:00 – 18:00

Wed 7th October: 09:00 – 18:00

Thu 8th October: 09:00 – 17:00

Fira de Barcelona - Gran Via venue
Hall 3, Av. Joan Carles I, 64
08908 L'Hospitalet de Llobregat, Barcelona

Useful Links

[Contact](#)

[Exhibit](#)

[Visit](#)

[Find Exhibitors](#)

[Floorplan](#)

[Cookie Settings](#)

Contact us

[Live Help - Online](#)

[Contact us](#)

[+44 \(0\)20 82712122](#)

[Meet the Team](#)

Organised by Reed Exhibitions

© 2020 Reed Exhibitions Ltd.

REED EXHIBITIONS LIMITED is a private limited company, having its registered and principal office at Gateway House, 28 The Quadrant, Richmond, Surrey, TW9 1DN, registered in England and Wales with Company No. 678540. Business activity: Activities of exhibition and fair organisers VAT No. GB 232 4004 20 Tax ID No. 13960 00581.

[Admission Policy](#) [Intellectual Property](#) [Privacy Policy](#) [Cookie Policy](#) [Safety & Security](#) [Site Map](#) [Terms and Conditions](#) [Careers & Opportunities](#)

[Cookie Settings](#)

RELX™

