




SHOPTALK

March 26-29, 2023 • Mandalay Bay, Las Vegas

Shoptalk 2023 FULL EXHIBITOR KIT

| Item | Due Date | Contact Info |
|--|-------------------------------------|---|
| Website Profile Deliverables (All Sponsors) - Company Name, URL & Logo (Vector & PNG Needed) | As Soon As Possible |  Jake McCloskey jake@shoptalk.com Sponsor Levels 4 & 5 |
| Exhibitor Resources - Exhibitor Certificate of Insurance - Rainprotection - Preferred Vendor for Shoptalk 2023 - EAC Form & EAC Certificate of Insurance - Booth Rendering/Architectural Drawing (All space-only booths) - submit to fabbotts@essentialevents.co.uk - Engineering Stamp (Multi-level booths) | February 10, 2023 |  Marieke Bauer marieke@shoptalk.com Sponsor Names #-K |
| Signage Artwork (Printed & Digital) (only applicable to sponsors who have signage included as part of their sponsorship agreement) | February 1, 2023 |  Ava Kovelakas ava@shoptalk.com Sponsor Names L-Z |
| Register Sponsor Tickets - Code provided in initial onboarding email Additional paid tickets can be registered HERE . Click HERE to view crew badge information. | February 20, 2023 | |
| Hotel Booking Room Selections become limited closer to the show | ASAP | Mandalay Bay |
| Freeman Discount Deadline - Audio/Visual - Booth Packages - Carpet - Furnishings - Labor - Rigging** (signs up to 200 lbs / non-electrical) *Rigging requires approval from Shoptalk show management. | February 27, 2023 | FREEMAN (888) 508-5054 Chat on FreemanOnline Custom Booth Options: solutions@freemanco.com |
| Mandalay Bay Exhibitor Services Discount Deadline - Booth Cleaning** - Electric** - Food & Beverage** - IT, Telecom & Internet Services** - Rigging** (signs over 200 lbs / requiring electrical) *Rigging requires approval from Shoptalk show management. | March 3, 2023 | MANDALAY BAY EXHIBITOR SERVICES (855) 408-1349 exhibitorservices@mandalaybay.com EDLEN ELECTRICAL mandalaybay@edlen.com |
| Shipping - Freeman Advance Warehouse Shipments accepted beginning February 23 . Material arriving after March 23 will be subject to a late surcharge and possible delays. | February 23 - March 23, 2023 | FREEMAN (888) 508-5054 Chat on FreemanOnline |
| Lead Retrieval Pre-Order | March 10, 2023 | Lead Retrieval Order Form FAQ's |

Exclusive services. If an exhibitor needs to order any of the listed services, they **must use the vendor/contractor listed. Exhibitors are not allowed to use another company to perform these services, without exception.
 For all other services, exhibitors may use a vendor of their choice

GENERAL SHOW INFORMATION

LOCATION

Mandalay Bay Convention Center - Shoreline Exhibit Hall
3950 Las Vegas Blvd S
Las Vegas, NV 89119

All schedules below are subject to change.

BOOTH MOVE-IN

| | | |
|---|-------------|---------|
| 400 sq ft. or Larger Only | Sat, Mar 25 | 8AM-6PM |
| All Standard Booths | Sat, Mar 25 | 2PM-6PM |
| All Booths* *including Startup City/Street, Meeting Pods, NOOKs, Exhibit Floor Meeting Rooms | Sun, Mar 26 | 8AM-5PM |

BOOTH MOVE-OUT

| | | |
|---|-------------|----------|
| All Booths* *Mandatory for pre-built booths: Startup City/Street, Meeting Pods, NOOK Exhibit Floor Meeting Rooms | Tue, Mar 28 | 7PM-10PM |
| All Booths | Wed, Mar 29 | 8AM-2PM |

SHOW EXHIBITION HOURS

| | |
|-------------------|------------------|
| Monday, March 27 | 10:00AM - 6:30PM |
| Tuesday, March 28 | 10:00AM - 6:30PM |

Exhibitors can access the exhibit hall up to 1 hour prior to open.

BADGE PICKUP HOURS

To be announced.

[Sponsor tickets](#) must be registered online by **February 10**.

All individuals must be registered to attend Groceryshop.

Please register any remaining tickets on your provided sponsor code as soon as possible. Additional paid tickets can be registered [here](#).

EXHIBITOR INSURANCE REQUIREMENTS

All exhibitors are required to submit a [Certificate of Insurance](#) to the sponsor logistics team by **February 1**:
Shoptalk Sponsor Support (sponsor_support@shoptalk.com)

Per Section [10 of the Exhibitor Rules & Regulations](#), Exhibitor and its independent contractors each agree to obtain and maintain, with insurers rated at least A VII by AM Best: workers' compensation insurance covering Exhibitor's employees if statutorily required including employers liability with limits of at least \$500,000, commercial general liability insurance with minimum limits of \$1,000,000 per occurrence incident and \$3,000,000 in the aggregate, and other appropriate insurance during the Event. Such commercial general liability and umbrella/excess insurance shall name Shoptalk Commerce, LLC and Mandalay Corp., Mandalay Bay Resort & Casino, its parent company, subsidiaries and affiliates as additional insureds, and shall be endorsed to require not less than thirty (30) days prior written notice of cancellation or material change to Shoptalk Commerce, LLC. Upon request by Shoptalk Commerce, LLC, Exhibitor shall provide certificates of insurance evidencing such coverage and amounts. Click [here](#) to view sample.

[Rainprotection](#) is the preferred vendor of Shoptalk 2023.

CATERING & OUTSIDE FOOD

Mandalay Bay has exclusive catering rights at the convention center. Any outside food and/or beverages will require their approval and may be subject to corkage fees.

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENTS

Accepted February 23 - March 23, 2023

Mon - Fri, 7:00AM-2:30PM

Exhibiting Company Name / Booth #
Shoptalk 2023
c/o Freeman
6675 W Sunset Rd
Las Vegas, NV 89118

SHOW SITE SHIPMENTS

Accepted beginning March 25, 2023 - 8AM-6PM

Exhibiting Company Name / Booth #
Shoptalk 2023
c/o Freeman
3970 Las Vegas Blvd S
Las Vegas, NV 89119

Rates to be found on FreemanOnline and in Exhibitor Service Manual.

MOVE-IN & MOVE-OUT

AGE RESTRICTION

Minors (under the age of 18) including infants are not permitted on the exhibit floor during move-in and move-out.

PERSONAL PROTECTIVE EQUIPMENT

All booth staff in the hall during set-up and tear-down are required to wear **closed-toed shoes** and a **high visibility vest/sash** for safety purposes. Any individual working above 8 feet must also wear a **hard hat**.

SHOW FLOOR ACCESS

Only approved EACs and employees of the exhibiting company will be granted access to the show floor. PPE must be donned before entering.

CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

BOOTH DISMANTLE

For the safety of all attendees and exhibitors, booth dismantle cannot begin until all attendees have cleared from the show floor. The move-out schedule is subject to change based on the time it takes to clear all attendees from the hall.

To facilitate a smooth move-out, please keep empties and other booth materials out of the aisle and be considerate of neighboring booths still conducting business as the show closes.

Freeman will begin returning empty containers after aisle carpeting is removed from the exhibit floor. Due to exhibitor volume, this process may take several hours to complete.

Shoptalk and its contractors are not responsible for lost materials. We recommend that you remain with your shipment until your carrier arrives.

IMPORTANT VENDOR RATES

Please refer to the contractors directly for the most accurate rates.

GENERAL CONTRACTOR

[Freeman](#)

6675 W Sunset Rd
Las Vegas, NV 89118
Phone: (888) 508-5054
Email: exhibitorsupport@freeman.com

DISPLAY LABOR RATES

| Labor | Pre-deadline | Post-deadline |
|---------------|--------------|---------------|
| Straight Time | \$ 125.75 | \$ 176.25 |
| Overtime | \$ 202.50 | \$ 283.50 |

Price is per person/per hour.

One hour minimum per person -
labor thereafter is charged in half (1/2) hour increments.

Straight Time: 8AM-5PM Mon-Friday

Overtime: 5PM-8AM Mon-Friday; Weekend and Holidays

Items ordered on FreemanOnline can be paid via credit or debit card.

Show Invoices are posted on FOL after the final invoicing process completes, which typically takes about 10 business days after the last day of show move-out.

The primary booth contact will receive an email directing them to access the invoice on FreemanOnline (FOL).

OFFICIAL ELECTRICAL CONTRACTOR

Edlen Electrical
[Mandalay Bay Exhibitor Services](#)
Phone: (702) 322-5707
Email: mandalaybay@edlen.com

ELECTRICAL OUTLETS RATE

| Item | Rate |
|---------------|-------------|
| 500W/5 amps | \$158.00/ea |
| 1000W/10 amps | \$273.00/ea |
| 1500W/15 amps | \$326.00/ea |

To receive up to a 30% discount on services, [order online](#).

Minimum labor charge of (1) hour installation and (1/2) hour for removal.

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time, order 24 hour power at double the outlet rate.

ELECTRICAL LABOR RATES

| Labor | Rate |
|---------------|-----------------|
| Straight Time | \$106.00 per hr |
| Overtime | \$212.00 per hr |

Straight Time: 8AM-4:30PM Mon-Friday

Overtime: 4:30PM-8AM Mon-Fri; Weekend and Holidays