

SHOPTALK

March 17-20, 2024 • Mandalay Bay, Las Vegas

Exhibitor Checklist

ITEM	2024 DEADLINES	DONE	N/A
Sponsor Onboarding Form: SUBMIT HERE	ASAP	<input type="checkbox"/>	
Signage Artwork (Printed & Digital) <i>(only applicable to sponsors who have signage included as part of their sponsorship agreement)</i>	January 26	<input type="checkbox"/>	<input type="checkbox"/>
Permission to Build Requirements (Rendering, COI)	February 1	<input type="checkbox"/>	<input type="checkbox"/>
Register Sponsor Tickets	February 13	<input type="checkbox"/>	
*Mandalay Bay Exhibitor Services Discount Ordering Deadline	February 18	<input type="checkbox"/>	<input type="checkbox"/>
*Electrical (space-only booths/meeting pods do not come with electrical)	February 18	<input type="checkbox"/>	<input type="checkbox"/>
*Freeman Discount Ordering Deadline	February 19	<input type="checkbox"/>	<input type="checkbox"/>
Hotel Booking (Room Block Discount) Rooms go fast. Book now!	ASAP/February 23	<input type="checkbox"/>	
Lead Retrieval Pre-orders (Validar)	March 7	<input type="checkbox"/>	<input type="checkbox"/>
Shipping - Freeman Advance Warehouse	Received by March 13	<input type="checkbox"/>	<input type="checkbox"/>
Crew Badge Allotment <i>(Available for contractors/vendors working your booth during show hours – cannot be used by employees from the exhibiting company)</i>	March 15	<input type="checkbox"/>	<input type="checkbox"/>
PPE (required for every onsite exhibitor attendee during move-in/move-out) High Visibility Vest, Hard Hat (if applicable)	ON SITE/March 16	<input type="checkbox"/>	<input type="checkbox"/>

***See next page for a breakdown of services offered by our official vendors.**

Visit shoptalk.com/us/sponsors/resources for FAQs and more!

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GENERAL SHOW INFORMATION

LOCATION

Mandalay Bay Convention Center – Levels 1 and 2
3950 Las Vegas Blvd S
Las Vegas, NV 89119

REGISTRATION HOURS

(subject to change)

Saturday, March 16 2:00 pm - 6:00 pm PST
Sunday, March 17 10:00 am - 6:00 pm PST
Monday, March 18 7:00 am - 5:00 pm PST
Tuesday, March 19 8:00 am - 5:00 pm PST
Wednesday, March 20 8:00 am - 12:00 pm PST

SHOW EXHIBITION HOURS

(subject to change)

Monday, March 18 10:00 am - 5:00 pm PST
Tuesday, March 19 10:00 am - 5:00 pm PST

Exhibitors can access the exhibit hall 1-hour prior to show open on exhibit hall days.

EXHIBIT HALL MOVE-IN

(subject to change)

Saturday, March 16 8:00 am - 6:00 pm PST
- Booths 400 Sq Ft. Or Larger Only Bayside A-C only
Saturday, March 16 1:00 pm - 6:00 pm PST
- Standard Booths Bayside A-C only
Sunday, March 17 8:00 am - 6:00 pm PST
- All Standard Booths Bayside A-D
Sunday, March 17 12:00 pm - 6:00 pm PST
- Startup Booths, NOOKs, Meeting Pods and Meeting Rooms

EXHIBIT HALL MOVE-OUT

(subject to change)

Tuesday, March 19 6:00 pm - 10:00 pm PST
- Tuesday move-out will **ONLY** be for Freeman and Startup, Meeting, Pods, NOOKs and Meeting Rooms.
- Empty freight containers will not be returned until Wednesday morning, EAC's WILL NOT be allowed in Tuesday evening to breakdown
Wednesday, March 20 8:00 am - 2:00 pm PST
All Booths

VENDOR SERVICES & CONTACT INFO

FREEMAN GENERAL CONTRACTOR

Order online via [FreemanOnline](#)

6675 W Sunset Rd
Las Vegas, NV 89118

Call or text -

US or Canada: (888) 508-5054

International: 1 (817) 210-4869

Custom booth options: solutions@freemanco.com

Freeman Offers:

- Audio/Visual
- Booth Packages
- Carpet
- Furnishings
- Labor
- Material Handling**
- Rigging** (signs up to 200 lbs / non-electrical)

MANDALAY BAY EXHIBITOR SERVICES

Order online via [Mandalay Bay Exhibitor Services](#)

Phone: (855) 408-1349

Email: exhibitorservices@mandalaybay.com

Mandalay Bay Exhibitor Services Offers:

- Booth Cleaning**
- Electric**
- Video Wall Installation (Edlen must oversee)**
- Food & Beverage**
- Furnishings
- IT, Telecom & Internet Services**
- Rigging** (signs over 200 lbs / requiring electrical)

EDLEN ELECTRICAL CONTRACTOR

Order online via [Mandalay Bay Exhibitor Services](#)

Phone: (702) 322-5707

Email: mandalaybay@edlen.com

**** 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 (an Exhibitor-Appointed Contractor).**