

SHOPTALK

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

Meeting Pod Details

Location: Meeting Pods are located inside the Exhibit Hall.

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

Move-In: Sunday, March 17 8:00 am - 6:00 pm PST

Move-Out: Tuesday, March 19 6:00 pm - 10:00 pm PST

*All items must be removed by Tuesday; Freeman will break down Meeting Pods on Tuesday night and discard anything that remains in the space.

What's Included:

- Approximately 8'x9' structure with 3 ft high walls
- Branding on the outside panel with your logo
- 1 table and 4 chairs
- Meeting Pods will be in a carpeted area
- Shoptalk will coordinate all setup and teardown of the Meeting Pod
- Complimentary Wi-Fi will be provided in the Exhibit Hall, however, if you need a faster, more reliable connection, we strongly recommend ordering a dedicated internet connection from [Mandalay Bay Exhibitor Services](#).

Meeting Pod Display Guidelines:

- All Meeting Pods are allowed to have ONE additional Monitor for demonstrations and meetings. Maximum size for the Monitor is 43"
- No additional signage and branding will be allowed IN or AROUND your Meeting Pod.
 - Only the above "included Items" plus one additional Monitor and stand will be allowed

What's NOT Included:

- **AV** – orders must be placed through [Freeman AV](#) (monitors, laptops, etc.)
- **F&B** – light F&B is available to purchase through [Mandalay Bay Exhibitor Services](#) but must remain inside the Meeting Pod. NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED.
- Power can be ordered online through [Mandalay Bay Exhibitor Services](#)

Deadlines:

- Meeting Pod Logo - must confirm vector file (.ai or .eps) by **January 26, 2024**.

Submit a [Certificate of Insurance](#)

Helpful Links:

[Exhibitor Resources](#) | [Display Rules and Regulations](#) | [2024 Exhibitor Terms & Conditions](#)

Sample Meeting Pod:



Example Meeting Pod:

