

# SHOPTALK

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

## Private Sponsored Meeting Room Details

**Location:** Level 1 & 2 of Mandalay Bay. Please see the online floor plan [here](#).

<b>Private Meeting Room Show Hours:</b>	Sunday, March 17	2:00 pm – 6:00 pm PST
	Monday, March 18	10:00 am - 5:00 pm PST
	Tuesday, March 19	10:00 am - 5:00 pm PST
	Wednesday, March 20	8:00 am – 12:00 pm PST

<b>Move-In:</b>	Saturday, March 16	8:00 am – 6:00 pm PST
	Sunday, March 17	8:00 am – 1:00 pm PST

<b>Move-Out:</b>	Wednesday, March 20	12:00 pm – 5:00 pm PST
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- Each meeting room will have a show management produced half meter board outside the room with the sponsor's logo and room name on it.
- Any attendee that will be in the meeting room area will be required to have a badge prior to entering.

### Set Up:

- Any attendee that will be in the meeting room area will be required to have a badge prior to entering.
- Each meeting room will have a show management produced half meter board outside the room with the sponsor's logo and room name on it.
- Meeting rooms include one set-up (standard is round tables and chairs unless otherwise requested). Any additional set-ups may incur a fee. Custom build outs with temporary structures are permitted. Please see important rules and notes below.
- You must confirm your meeting room floor plan/layout with [Grant Artero](#) and your Shoptalk Logistics Lead by **February 1, 2024**.

### Insurance/Exhibitor Appointed Contractor (EAC):

- Submit a Certificate of Insurance to Abraxys [HERE](#) by **February 1, 2024**.
- Freeman will be moving all freight into Meeting Rooms and will be billed to the Sponsors. Sponsors and EAC's will **NOT** be allowed to move their own freight.

### Meeting Room Display Rules and Regulations:

- Freeman will be moving all freight into Meeting Rooms and will be billed to the Sponsors. Sponsors and EAC's will **NOT** be allowed to move their own freight.
- If you plan to do a custom build out in your meeting room space, you must plan to have everything brought in and setup during load-in times. All freight must be clear of the hallways prior to show opening. No exceptions.
- No materials will be allowed to adhere in any fashion to the walls or building structure. All build items should be free standing and adhere to all fire code. Mandalay Bay will have final approval on all builds.
- No signage or registration desks will be allowed in the hallway outside the meeting room. Only the show management produced meter board will be allowed.
- All trash and flooring removal will be the responsibility of the Sponsor to arrange. If it is not arranged prior, United cleaning will be contacted by Show Management and billed to the sponsor.
- Sponsor is responsible for all additional needs: F&B, AV, Electric, and Internet and must place orders through the below contacts.
  - **F&B - NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. All catering must be ordered through the Mandalay Bay directly.** Mandalay Bay Contact: [Grant Artero](#)
  - **AV** - Freeman AV contact [Stephanie Ginebra](#)
  - Electrical & Internet – [Mandalay Bay Exhibitor Services](#)

