

SHOPTALK

MARCH 25-27, 2025 • Mandalay Bay, Las Vegas
Exhibitor Checklist

ITEM	2025 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 31	<input type="checkbox"/>	<input type="checkbox"/>
Permission to Exhibit	February 6	<input type="checkbox"/>	<input type="checkbox"/>
Register Sponsor Tickets	February 18	<input type="checkbox"/>	
Hotel Booking (Room Block Discount) Rooms go fast. Book now!	ASAP/February 24	<input type="checkbox"/>	
*Freeman Discount Ordering Deadline	February 24	<input type="checkbox"/>	<input type="checkbox"/>
*Mandalay Bay Exhibitor Services Discount Ordering Deadline	March 3	<input type="checkbox"/>	<input type="checkbox"/>
*Electrical (space-only booths/meeting pods do not come with electrical)	March 3	<input type="checkbox"/>	<input type="checkbox"/>
Lead Retrieval Pre-orders (Validar)	ASAP/March 7	<input type="checkbox"/>	<input type="checkbox"/>
Shipping - Freeman Advance Warehouse	Received by March 19	<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 4	<input type="checkbox"/>	<input type="checkbox"/>
PPE (required for every onsite exhibitor attendee during move-in/move-out) High Visibility Vest, Hard Hat with Chin Strap (if applicable)	ONSITE/March 23	<input type="checkbox"/>	<input type="checkbox"/>

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

Visit <https://shoptalk.com/us/sponsors/resources> for FAQs and more!

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)*

Monday, March 24.....2:00 pm - 6:00 pm PT
Tuesday, March 25.....8:00 am - 6:00 pm PT
Wednesday, March 26.....8:00 am - 6:00 pm PT
Thursday, March 27.....8:00 am - 3:00 pm PT

SHOW EXHIBITION HOURS *(subject to change)*

Tuesday, March 25.....9:00 am - 5:30 pm PT
Wednesday, March 26.....10:00 am - 5:30 pm PT
Thursday, March 27.....10:00 am - 4:00 pm PT

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

EXHIBIT HALL MOVE-IN *(subject to change)*

Sunday, March 23.....8:00 am - 6:00 pm PT
- Booths 400 Sq Ft. Or Larger Only
Sunday, March 23.....12:00 pm - 6:00 pm PT
- Standard Booths
Monday, March 24.....8:00 am - 6:00 pm PT
- All Standard Booths
Monday, March 24.....12:00 pm - 6:00 pm PT
- NOOKs, Meeting Pods, and Meeting Rooms

EXHIBIT HALL MOVE-OUT *(subject to change)*

Thursday, March 27.....5:00 pm - 9:00 pm PT
- Meeting Pods, Meeting Rooms, and NOOKs must clear by 9:00 pm PT
- **Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.*
Friday, March 28.....7:00 am - 12:00 pm PT
- 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).**