

# SHOPTALK

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

ITEM	2025 DEADLINES	DONE	N/A
Sponsor Onboarding Form: <a href="#">SUBMIT HERE</a>	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"/>
<a href="#">Permission to Exhibit</a>	February 6	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Register Sponsor Tickets</a>	February 9	<input type="checkbox"/>	
<a href="#">Hotel Booking (Room Block Discount)</a> Rooms go fast. Book now!	ASAP/February 24	<input type="checkbox"/>	
<a href="#">*Freeman Discount Ordering Deadline</a>	February 24	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">*Mandalay Bay Exhibitor Services Discount Ordering Deadline</a>	March 3	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">*Electrical (space-only booths/meeting pods do not come with electrical)</a>	March 3	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Lead Retrieval Pre-orders (Validar)</a>	ASAP/March 7	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Shipping - Freeman Advance Warehouse</a>	Received by March 19	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Crew Badge Allotment</a> <i>(Available for contractors/vendors working your booth during show hours – cannot be used by employees from the exhibiting company)</i>	<b>March 4</b>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">PPE (required for every onsite exhibitor attendee during move-in/move-out)</a> 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.....10:00 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](mailto: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](mailto: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](mailto: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).**