

SHOPTALK

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

Permission to Exhibit

Permission To Exhibit certificates will only be issued by our Health & Safety partner, Abraxys, once ALL required documents have been submitted and the review has been completed. Booth plans emailed to Abraxys directly will **not** be accepted.

DEADLINE: THURSDAY, FEBRUARY 6, 2025

Types of Booth Builds:

1. **Exhibitor Appointed Contractor (EAC):** You will appoint an external contractor to build your exhibit.
2. **Freeman Build:** Freeman will handle the construction of your booth.
3. **Portable Booth (Pop-up):** You will manage the setup and dismantling of your booth without external assistance.

What Forms Do I Need to Submit?

Exhibitor Appointed Contractor (EAC)	Freeman Build or Portable Booth (Pop-up)	Private Sponsor Meeting Room
<p><u>Your EAC will need to submit the following on your behalf:</u></p> <ul style="list-style-type: none">• Permission to Exhibit Form (includes submission of Booth Designs with Dimensions): <i>Form Coming Soon</i> <p><u>YOU (Exhibitor) will need to submit the following:</u></p> <ul style="list-style-type: none">• Exhibitor Certificate of Insurance: HERE	<p><u>YOU (Exhibitor) will need to submit the following:</u></p> <ul style="list-style-type: none">• Exhibitor Certificate of Insurance: HERE• Permission to Exhibit Form: <i>Form Coming Soon</i>	<p><u>YOU (Exhibitor) will need to submit the following:</u></p> <ul style="list-style-type: none">• Exhibitor Certificate of Insurance: HERE• Build Renderings or Food and Beverage Requests to jgutierrez@mandalaybay.com

Sample Documents:

- COI – [insurance requirements](#)

Technical drawings must include all dimensions of your booth construction, a description of your flooring materials (*including the height of raised platform floors*), and a description of your boundary walling construction materials. If you are planning to have a rigged banner over your stand space, you must include on your drawing the dimensions, weight, and construction materials of your rigged banner.