

SHOPTALK

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

Private Sponsor Meeting Room Details

Location: Levels 2 and 3 of Mandalay Bay. Please see the online floor plan [HERE](#)

Private Meeting Room Show Hours:	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

Move-In:	Sunday, March 23	8:00 am - 6:00 pm PT
	Monday, March 24	8:00 am - 6:00 pm PT

Move-Out:	Thursday, March 27	4:30 pm – 10:00 pm PT*
------------------	--------------------	-------------------------------

- Each meeting room will have a show management produced half meter board outside the room with the Exhibitor'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.
- ***Please be aware of the move-out schedule. There is no flexibility regarding extending your move-out period. All rooms must be empty by 10:00 pm PT on Thursday, March 27.**

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 one show management produced half meter board outside the room with the Exhibitor'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 [Johanna Gutierrez](#) and your Shoptalk Logistics Lead by **February 25**

Insurance/Exhibitor Appointed Contractor (EAC):

- Submit a [Certificate of Insurance](#) by **February 6, 2025**

Meeting Room Display Rules and Regulations:

- Freeman will be moving all freight into Meeting Rooms and will be billed to the Exhibitors. Exhibitors and EAC's will **NOT** be allowed to move their own freight.
- If you plan to do a custom build out, 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 Exhibitor to arrange. If it is not arranged prior, United cleaning will be contacted by Show Management and billed to the Exhibitor.
- Exhibitor 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 Mandalay Bay directly.** Mandalay Bay Contact: [Danica Rounds](#)
 - **AV - Freeman AV contact** [Stephanie Ginebra](#)
 - **Electrical & Internet –** [Mandalay Bay Exhibitor Services](#)