



## Sponsored Meeting Room Details

### Location:

- Meeting rooms are located on Level 2 of Mandalay Bay. Please see the online floor plan [here](#).
- Each meeting room will have a show management produced half meter board outside the room with the sponsors 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:** Meeting rooms include one set-up (standard is in 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 [Danica Rounds](#) and your Shoptalk Logistics Lead by **August 3rd, 2023**.

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

- All meeting room sponsors must submit a [Certificate of Insurance](#) to your Sponsor Logistics Lead by **August 10th, 2023**.
- If your company plans to utilize the services of any independent contractors other than Freeman or Mandalay Bay (for example a decorator to provide additional furnishings, decor, carpet, etc.), you must also complete and submit the [EAC Form](#) along with the EAC's Certificate of Insurance to your Sponsor Logistics Lead by **August 3rd, 2023**. Click [here](#) to view EAC and insurance requirements.
- 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:

- If you plan to do a custom build out in your meeting room space you must plan to have everything brought in and setup based on the time table below. All freight must be clear of the hallways prior to show opening. No exceptions. \*Mandalay Bay will schedule time to access the loading docks for move-in.
- 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.
- Any outside vendor that you hire is not allowed to perform any services which are exclusive to the show contractor, Freeman or Mandalay Bay. Exclusive services are noted on Page 2 of the Exhibitor Checklist.
- Sponsor is responsible for all additional needs, AV, Electric, F&B and Internet.
- **NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. Catering must be ordered through the Mandalay Bay directly.**
  - Please reach out to Mandalay Bay Contact: **Danica Rounds, Catering Manager** [drounds@mandalaybay.com](mailto:drounds@mandalaybay.com)

**See the following page for the meeting room schedule.**

**Level 2 Meeting Room Schedule:**

Date	Function Hours
<b>Sunday, September 17</b>	<b>MOVE-IN:</b> 7:00 AM - 6:00 PM
<b>Monday, September 18</b>	<b>MOVE-IN CON'T:</b> 7:00 AM - 6:00 PM (All freight clear by 6:00 PM)*
<b>Tuesday, September 19</b>	<b>ACCESS HOURS:</b> 10:00 AM - 6:00 PM
<b>Wednesday, September 20</b>	<b>ACCESS HOURS:</b> 8:30 AM - 6:00 PM
<b>Thursday, September 21</b>	<b>ACCESS HOURS:</b> 8:30 AM - 4:00 PM <b>MOVE-OUT:</b> 4:00 PM - 7:30 PM (Empties will not be returned until Friday morning) <b>EAC's will not be allowed in to break down until Friday morning</b>
<b>Friday, September 22</b>	<b>MOVE-OUT:</b> 7:00 AM - 2:00 PM (All freight clear by 2:00 PM)

\*All freight must be clear of the hallway outside your meeting room

\*\*Please note that times/dates are subject to change