



Show Floor Meeting Room Details

Location: Show Floor Meeting Rooms are located inside the exhibit hall. The Exhibit Hall is open on Tuesday 9/19 from 10:00am-6:00pm, Wednesday 9/20 from 8:30am-6:00pm and Thursday 9/21 from 8:30am-4pm. Show Floor Meeting Rooms will be set up by Freeman on Monday. Exhibiting Sponsors with a Show Floor Meeting Room will be allowed to set up on Monday 9/18 only. All items must be removed by Thursday evening; Freeman will breakdown Show Floor Meeting Rooms on Thursday night and discard anything that remains in the space.

What's Included: (Basic Package)**

- (4) Ventura Charging tables
- (10) Razor armless chairs, white
- (1) Full exterior graphic panel (Sponsor creates)
- (1) 39"x39" interior graphic poster (Sponsor creates)
- (1) exterior graphic poster (Groceryshop creates using Sponsors logo)
- Complimentary basic wifi will be provided in the exhibit hall, however, if you need a faster, more reliable connection, we **strongly recommend** ordering a dedicated internet connection from [Mandalay Bay Exhibitor Services](#).

****Upgrade packages A, B and C come with an additional black loveseat and end table as well as additional graphics**

Display Guidelines:

- All Show Floor Meeting Rooms are able to order monitors for use inside the rooms. These should be ordered through Freeman A/V.
- Additional signage or marketing materials are only permitted inside the room and must be provided by the sponsor
- F&B is able to be ordered through Mandalay Bay but must remain inside the meeting room
- Please be aware that the furniture mentioned above takes up the majority of space so please plan accordingly if you will have extra decor or F&B inside the room

What's Not Included:

- A/V (if you need a monitor, laptop, etc.)
- Food & Beverage
- Additional or upgraded furniture and decor from what is listed above

Artwork Requirements: Please use the specs and file requirements listed below**:

- (1) Full exterior graphic panel (38-3/4"x94-15/16") Vector File (ai or eps)
- (1) Interior graphic poster (39"x39") Vector File (ai or eps)
- (1) Sponsor Logo (Logo in Vector format)
 - CMYK colors only
 - Convert all text to outlines
 - Embed all images and embedded images must be 300DPI at full scale
 - All artwork files must be provided as an .ai or .eps file only

****Please see the next page for Artwork Requirements for Meeting Room Upgrades A, B and C.**

Deadlines:

- Artwork must be submitted by **August 3rd, 2023**.
**Please note that artwork submitted after the deadline may be subject to additional charges.*
- Submit a [Certificate of Insurance](#) to your Shoptalk Sponsorship Logistics Lead by **August 10th, 2023**.

Helpful Links:

[Exhibitor Resources](#) | [Display Rules and Regulations](#) | [2023 Exhibitor Terms and Conditions](#)



Consult your Sponsor Logistics Lead for specifics on relative panel placement.

Artwork Requirements (Upgrade Package A): Please use the specs listed below:

- (3) Full Interior Graphic Panels (38-3/4"x94-15/16") Vector File (ai or eps)
- (1) Half Interior Graphic Panel (19 - 1/4" x 94-15/16")
- (1) Full Exterior Graphic Panels (38-3/4"x94-15/16") Vector File (ai or eps)
- (1) Graphic Signs (39"x39") Vector File (ai or eps)
- (1) Sponsor Logo (Logo in Vector format)
 - CMYK colors only
 - Convert all text to outlines
 - Embed all images and embedded images must be 300DPI at full scale
 - All artwork files must be provided as an .ai or .eps file only

Artwork Requirements (Upgrade Package B): Please use the specs listed below:

- (6) Full Exterior Graphic Panels (38-3/4"x94-15/16") Vector File (ai or eps)
- (1) Full Exterior Graphic Panels (38-3/4"x94-15/16") Vector File (ai or eps)
- (1) Interior graphic poster (39"x39") Vector File (ai or eps)
- (1) Sponsor Logo (Logo in Vector format)
 - CMYK colors only
 - Convert all text to outlines
 - Embed all images and embedded images must be 300DPI at full scale
 - All artwork files must be provided as an .ai or .eps file only

Artwork Requirements (Upgrade Package C): Please use the specs and file requirements listed below:

- (16) Full Exterior Graphic Panels (38-3/4"x94-15/16") Vector File (ai or eps)
- (2) Half Exterior Graphic Panel (19 - 1/4" x 94-15/16")
- (1) Graphic Signs (39"x39") Vector File (ai or eps)
- (1) Sponsor Logo (Logo in Vector format)
 - CMYK colors only
 - Convert all text to outlines
 - Embed all images and embedded images must be 300DPI at full scale
 - All artwork files must be provided as an .ai or .eps file only