

SHOPTALK SPRING

MARCH 24-26, 2026 · MANDALAY BAY, LAS VEGAS

MEETUP GUIDELINES

Estimated time to
read: **3 minutes**

What is Meetup?

Meetup is our must-attend on-site meetings program. It is your chance to have up to 16 pre-scheduled one-to-one meetings spread across 3 days at Shoptalk Spring. All meetings scheduled will be with people you requested, who also indicated they want to meet you! Please read below for step by step guidelines.

Profiles Stage: Feb 17 - Feb 27

(this should take no more than 5 mins to complete)

Your Meetup journey starts here!

- Once you receive your Welcome Email for the Meetup platform, simply request your One Time Passcode (OTP) and you can immediately start reviewing and completing your profile.
- Your profile is what others will see and use to request meetings with you, so make sure it is complete and accurate.
- Some items of your profile will have already been completed when you registered, saving you time!
- To edit your profile please click “Edit Profile” where you can update your information. Click “Save” at the bottom of the page once done.
- The deadline to complete your profile is **5pm PT, Friday, February 27**, however we do recommend completing it sooner if possible.
- We share everyone’s profile at the same time once they are all complete, on Monday, March 2 - that is when you can start requesting who you want to meet!

Retailers & Consumer Brands - this bit is for you...

Tabletalks

- You also need to select the Tabletalks topics that you are interested in.
- There are 2 Tabletalks timeslots and you can select as many topics as you like for each timeslot, however you will be scheduled for a maximum of 2 sessions.
- You can find the Tabletalks options by clicking “Tabletalks” at the top of your page.

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Hosted Retailers & Consumer Brands - this bit is for you...

- Your Hosted meetings happen as part of these Meetup timeslots.
- Not following the Meetup process may impact your reimbursement post-show.

Exhibitors & Sponsors - this bit is for you...

Sponsor Admin (the main point of contact from your organization) - this is the person looking after your Exhibitor & Sponsor Registration portal including the organization info.

- If you have not yet registered all of your attendees for the event, please do that now!
- You can register yourself and your team via your login details on your dashboard.
- To register a member of your team follow these simple steps:
 - Select “Your Team” from the dashboard
 - Select “Add Staff”
 - Select “Register Exhibitor Representative”
 - Enter their details. You can either register people yourself, or you can invite them to register their details themselves.
- Once registered, everybody can create their profiles from Tuesday, February 17. The deadline is Friday, February 27.
- If your organization has purchased Hosted meetings then you must **assign your Meetings Reps by no later than Friday, February 13**, however we strongly recommend setting this up much sooner if possible. Your Meetings Reps are those people that will be taking your Hosted meetings on-site during Meetup.
- Should you want a member of your team to help you with creating your profile, making requests, opt-ins, and accepting your meetings then please add their details as your Assistant when creating your Profile in the Meetup platform.
- You can assign registered attendees as additional Sponsor Admins should you wish.

Requests Stage: March 2 - 10

(please allow 60 minutes for this stage)

It's time for you to make requests to all the attendees that you would like to meet with!

- You can log into the Meetup platform from Monday, March 2.
- Please ensure your profile is fully complete, as this will ensure maximum visibility of your profile for other attendees looking to make their requests
- The deadline to complete your requests is **5pm PT, Tuesday, March 10**.

Requests Stage cont'd: March 2 - 10

- Make as many requests with people you are interested in - there is no limit!
- We suggest submitting a **minimum of four meeting requests for every timeslot you are available for** e.g. if you are available for all 16 Meetup timeslots then make 64+ requests.
- You can add a personalized message to each request you make.
- Some attendees may be of more interest to you than others, so you can choose either Relevant or Super Relevant for each request. This priority choice will not be shared with the other person!
- You can apply filters to help you narrow down your search.
- Request meetings with as many people from the same organization as you like, safe in the knowledge that we will only ever schedule you 1 meeting with any organization.
- Be sure to request a wide variety of organizations, to give you the best chance of filling as many meeting slots as possible.

Exhibitors & Sponsors - this bit is for you...

- If you haven't done so already, please ensure you assign your **Meetings Reps** in the platform. These are the attendees that will be taking your paid-for Hosted meetings during Meetup.
- Please request ALL Hosted Retailers & Consumer Brand attendees you would like to meet. Once scheduled, these will be your Hosted meetings.
- All Hosted Retailers & Consumer Brands will be marked with an "H" next to them.
- You can also make non-Hosted meeting requests with everyone else taking part in Meetup.
- Hosted Meetings Reps are advised to **submit at least four meeting requests for each hosted meeting purchased**. e.g. if you have purchased 10 Hosted meetings then we recommend you individually make 40+ Hosted requests each. Please feel free to make as many more than that as you like!
- Add an Assistant (if you haven't already) who can then assist with making those all-important requests on your behalf.
- **Should we not be able to fill your Hosted meetings, and you have not made the recommended number of requests, you will not be eligible for a refund.**

Hosted Retailers & Consumer Brands - this bit is for you...

- You should be available for all 16 Meetup timeslots.

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Opt-ins Stage: March 11 - 13

(this should only take up to 20 minutes)

Here's where you find out who wants to meet you!

- During this stage you will see all of the people that requested to meet with you and opt into their requests.
- If someone requested you and you requested them in the previous stage then you won't need to opt-in to that meeting here - you're already a match!
- We can only schedule meetings if both people agree, so opting into all of the meetings you are interested in is extremely important. If you don't opt in, that meeting will definitely not happen!
- The deadline to complete all of your opt-ins is **5pm PT, Friday, March 13.**

Meetings Reps - this bit is for you...

- Opting into a request you receive from a Hosted Retailer & Consumer Brand will become a Hosted meeting if it is scheduled.
- Please note that not all opt-ins will become scheduled meetings.

Hosted Retailers & Consumer Brands - this bit is for you...

- Hosted Retailers and Brands should **opt into requests from a minimum of 24 different organizations**. Please opt into as many more as you like - remember the maximum number of Hosted meetings we will schedule for you is 8.
- **Not opting in to the required number of requests may impact your eligibility for full travel reimbursement.**

Accept Meetings Stage - March 16 - 18

(this should take less than 5 minutes)

A simple, but very important stage!

- Please ensure that all of your meetings that have been scheduled for you are accepted in the platform. **If you do not accept your meetings now, then they will not be on your final schedule of meetings while onsite.**
- When in the platform, simply click "Confirm All" to accept all of your meetings in one go.
- The deadline to accept all of your meetings is **5pm PT, Wednesday, March 18.**
- All meetings have been scheduled based on your initial requests or opt-ins that you have made.

Accept Meetings Stage cont'd: March 16 - 18

Meetings Reps - this bit is for you...

- You must accept your Hosted meetings. If you do not accept a Hosted meeting then you will not be entitled to a credit for that meeting.
- As a reminder, all Hosted meetings have been scheduled based on you either initially requesting to meet with that Hosted Retailers & Consumer Brand, or based upon you opting into their request to meet with you.
- If you have any non-Hosted meetings then you should also accept them too.

Hosted Retailers & Consumer Brands - this bit is for you...

- Please review all of your scheduled Hosted meetings.
- If you have any non-Hosted meetings then you should also accept them too.
- As a reminder, as a participant in our Hosted program, you have agreed to take up to 8 Hosted meetings with our participating sponsors.
- All meetings have been scheduled based on your initial requests or opt-ins that you have made.

All Retailers & Consumer Brands - this bit is for you...

- If you have been assigned to Tabletalks then you must accept these by this **Wednesday, March 18.**
- If you can no longer make your Tabletalks slot then please let us know straight away. Due to popular demand, we have a waiting list and this will enable us to offer your slot out to someone else.

Accept Backfilled Meetings Stage - March 19

(this should take less than 5 minutes)

The last chance to get meetings scheduled for you in the platform!

- Where possible we try to backfill meetings for you with people that you wanted to meet that have since become available.
- Again, both parties need to accept for it to be scheduled on-site.
- Please accept any meetings you have as soon as possible. It's a same day turnaround, so they need to be accepted by **5pm PT, Thursday, March 19.**
- Any backfilled meetings not accepted by this time will not be scheduled.

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Meetup Times

Tue, March 24 - 1:30pm - 2:45pm (PT): 4x 15-minute timeslots (3-minute intervals between each meeting)

Wed, March 25 - 12:00pm - 1:15am (PT): 4x 15-minute timeslots

Wed, March 25 - 4:20pm - 5:30pm (PT): 4x 15-minute timeslots

Thu, March 26 - 10:15am - 11:30pm (PT): 4x 15-minute timeslots

Overview of all Meetup Stages

1. Assign Sponsor Admin and Meetings Reps (deadline Fri, Feb 13)
2. Review/Complete your Meetup Profile (Tues, Feb 17 - Fri, Feb 27)
3. Select Tabletalks* you are interested in (Tues, Feb 17 - Tue, March 10)
4. Request Meetings (Mon, March 2 - Tue, March 10)
5. Opt-in to Incoming Requests (Wed, March 11 - Fri, March 13)
6. Accept your Scheduled Tabletalks* (Mon, March 16 - Wed, March 18)
7. Accept Your Scheduled Meetings (Mon, March 16 - Wed, March 18)
8. Accept Any Backfilled Meetings (Thu, March 19)
9. View Your Meetup Schedule (Fri, March 20)
10. Attend Shoptalk Spring! (Tue, March 24 - Thu, March 26)
11. Provide Feedback (Fri, March 27 onwards)

*Retailers & Consumer Brands only

The Meetup program participant list is provided to you for the sole purpose of enabling your participation in the Meetup program at Shoptalk Spring and shall not be used for any other purpose. It is the proprietary property of Shoptalk Spring and must not be shared or distributed to any third parties without the express written consent of Shoptalk Spring. You may not solicit Meetup participants — whether or not you are scheduled to meet them — outside the express rules and guidelines of the Meetup program. Violating these Meetup terms or other terms of attendance or participation may result in removal from the event and exclusion from future initiatives. Please note that a Meetup participant agreeing to meet with you during the Meetup does not imply consent to engage with you outside of the event.