

SHOPTALK

March 17-20, 2024 • Mandalay Bay, Las Vegas

Permission to Build

Permission To Build certificates will only be issued by 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 1, 2024

Required Documents:

- *Risk Assessment* – [blank template and guidelines](#)
- *Method Statement* - [blank template](#)
- *Stand Designs with Dimensions*
- *Stand Visuals including Rigging (if applicable)*
- *COI* – [insurance requirements](#)

SUBMIT ALL REQUIRED DOCUMENTS HERE

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.

Exhibitor Appointed Contractor (EAC): An exhibitor appointed contractor is an outside contractor hired by the exhibitor or sponsor for any services used other than the in-house general contractor that Shoptalk uses (Freeman). EACs must also obtain and maintain appropriate insurance coverage as outlined in the [Exhibitor Terms & Conditions](#).

EACs will be required to pick up their wristbands onsite at the Shoptalk exhibitor check-in desk located outside of the Exhibit Hall on Level 1 of Mandalay Bay South Convention Center in order to gain access to the Exhibit Hall. EACs must present a photo ID.

EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC for a Shoptalk event badge. Exhibitors and EACs must abide by all show rules and regulations as outlined in the [Exhibitor Terms & Conditions](#) and [Exhibitor Kit](#).

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