



## **Mandalay Bay Exhibitor Services Flyer Request Form**

Please complete this form so our MGM Exhibitor Svcs team can provide a flyer to be included in the General Service Contractor's exhibitor kit that will refer exhibitors to- <https://www.MandalayBayExhibitorservices.com> which is our on-line ordering system. Manual order forms will be provided on the site.

Please allow **3 business days** once the request has been received for the flyer and allow **5 business days** for on-line ordering to be available.

If you wish for the Store Site to be published on a **specific date**, please let us know when returning the request.

### **Name of Show as it should appear on website:**

Name of Person completing request:

Email of Person completing request:

### **GSC Move-In/Floor Marking** Format: "M/D" "h:mm am/pm" Today's Date

Date  Start Time  End Time

### **Exhibitor Move-In Dates** Format: "M/D" "h:mm am/pm"

Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>

### **Show Dates** Format: "M/D" "h:mm am/pm"

Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>

### **Exhibitor Move-Out Dates** Format: "M/D" "h:mm am/pm"

Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>

### **GSC Clear Date** Format: "M/D" "h:mm am/pm"

Date  Start Time  End Time

# of Exhibitors/Booths:

Location of Exhibits:

Expected # of Attendees:

### **General Service Contractor**

Account Executive

Phone Number

Email:

### **Show Management Billing Information (this will also be the person the Cleaning Estimate is sent to):**

Name

Phone #

Email

Billing Address

### **Exclusive Services We Provide-**

- Electrical & Lighting
- Air & Water
- Cleaning
- Rigging & Hanging
- Food & Beverage
- Internet
- Audio Visual
- Telecom

### **Non Exclusive Services We Can Provide-**

Plants & Floral

### **Show Restrictions-**

Services that you do not allow your exhibitors to order.

### **Site Notifications-**

Is there any show specific information that you would like to have put on our website to notify your exhibitors of?

Example: "1st nights cleaning is paid for by Show Mgmt".

### **To make ordering available on "<https://www.MandalayBayExhibitorservices.com>"**

We will need the following information:

Event Website- URL:

Logo - (Should be a .jpeg file sized no bigger than 180 pixels wide & 80 pixels high) \*Your logo will be placed on our website for brand recognition by your exhibitors.

### **Floor Plan & Production Schedule.**

-The Floor plan and Production schedule helps us produce your show by scheduling labor and creating the Cleaning Estimate which will be sent to you approximately "30" days before your event.

Exhibitor List in Excel format (instructions included). \*The exhibitor list will be imported into our system to make ordering easier for your exhibitors. A log on and temporary password will be sent to exhibitors once the Store is opened for ordering.

**For Exhibitor inquiries please refer them to: [exhibitorservices@MandalayBay.com](mailto:exhibitorservices@MandalayBay.com) or Toll Free: 877.847.7007**