



Mandalay Bay Exhibitor Services Flyer Request Form

Please complete this form so our Mandalay Bay team will 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

Today's Date

Date Start Time End Time

Exhibitor Move-In Dates

Date Start Time End Time

Date Start Time End Time

Date Start Time End Time

Show Dates

Date Start Time End Time

Date Start Time End Time

Date Start Time End Time

Date Start Time End Time

Exhibitor Move-Out Dates

Date Start Time End Time

Date Start Time End Time

GSC Clear Date

Date Start Time End Time

Exclusive Services We Provide-

- Electrical & Lighting
- Air & Water
- Cleaning
- Rigging & Hanging Signs over 200lbs
- Food & Beverage
- Internet
- Audio Visual
- Telecom

Non Exclusive Services We Can Provide-

Plant, Floral, & Booth Security

Show Restrictions-

Services that you do not allow your exhibitors to order.

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

Site Notifications-

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

In Example: **"1st nights cleaning is paid for by Show Mgmt"**. Please keep to less than 500 characters as we are limited on space due to formatting.

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 or Toll Free: 855.408.1349

Please complete this form once complete please click this button to send-