

Attendee Requirements

The Exposition & Conference is for the trade only. Qualified buyers may [register online](#) or onsite. **NO ONE UNDER 16 YEARS OF AGE IS PERMITTED.** If a child needs to be fitted, please bring a doctors request.

Balloons

Helium and Mylar balloons are **NOT** allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

Booth Catering Service

All food and beverage distributed from your booth must be ordered from the Mandalay Bay Convention Center. An online flyer can be found in the *Official Service Provider Order Forms* section of this manual. **Popcorn and cotton candy are NOT permitted on the show floor or to be distributed from any exhibitor's booth.**

Booth Cleaning

The Mandalay Bay Convention Center is the exclusive booth cleaning contractor for this show. Please note: your booth will **NOT** automatically be vacuumed the night before the show opens unless you order this service. To order booth cleaning, please refer to the Mandalay Bay online flyer within this service manual.

Booth Construction

NEW FOR 2014 MEDTRADE SPRING IS A "CUBIC CONTENT" SHOW. Booths must be constructed as detailed in the Booth Construction & Display Guidelines located within this manual. Violations could result in a fine and/or loss of priority points.

Business Center

A FedEx Office Business Center on Level 1 of the South Convention Center. They offer virtually everything you need to meet your convention exhibiting needs – from onsite shipment receiving services, packing and shipping to signage, copying and last minute office supplies.

Coat & Baggage Check

The Mandalay Bay Center provides coat & baggage check to attendees and exhibitors attending Medtrade Spring.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor **no later than 5:00 pm on Tuesday, March 10, 2014.** This will allow GES and the Mandalay Bay Convention Center sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or GES and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online exhibitor appointed contractor form](#). Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the *Show Rules & Regulations* section within this service manual.

Exhibitor Meeting Rooms

Exhibiting companies that would like to rent meeting space at the Mandalay Bay Convention Center must have a minimum booth size of four hundred (400) square feet. Requests for meeting room usage during show hours will be reviewed by Show Management. Depending on the purpose of the meeting, room requests may need to be re-scheduled during non-show hours. Hospitality suites are **not** permitted during show hours. Any and all fees incurred as a result of special rooms sets or other requirements are the responsibility of the exhibitor.

For approval to rent a meeting room at the Mandalay Bay Convention Center contact Kevin Gaffney, Show Director, by phone at 770-291-5446 or by e-mail at Kevin.Gaffney@emeraldexpo.com.

Exhibitor Unloading

GES will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the “GES Show Site Work Rules” within the GES section of this manual.

Full-time exhibitor personnel shall have the right to unload personal vehicles and hand carry exhibit materials provided:

- They utilize the unloading space designated by the service contractor and the facility.
- The vehicle is a Privately Owned Vehicle (POV) and is no larger than a panel van.
- They do **NOT** use hand-trucks, pallet jacks, or 4-wheel dollies.
- They utilize no motorized lift equipment.
- The vehicle is **NOT** left unattended at any time and is removed once it has been unloaded.

Facility

Mandalay Bay Convention Center
3950 Las Vegas Boulevard South
Las Vegas, NV 89119
Phone: (702) 632-7777
mandalaybay.com

First Aid

A permanent First Aid room is located on Level 1 of the South Convention Center, near the Business Center.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all “Freight Free Aisles”. If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

General Service Contractor

Global Experience Specialist (GES) is the General Service Contractor for Medtrade Spring. GES provides furniture rental, material handling, labor, etc. All orders for carpenters, laborers and teamster services are to be made through GES, including the number of personnel required and the hour at which they are to report. Orders can be made online. Refer to the forms within the GES section of this manual.

Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. GES will hang all signs that weigh less than 200 pounds. The Mandalay Bay Convention Center will hang all signs that weigh 200 pounds or more. For more information on the regulations pertaining to hanging signs, please refer to the Booth Construction & Display Guidelines in the *Show Rules & Regulations* section of this manual.

Hotel Arrangements

Travel Planners is Medtrade Spring’s official hotel agency and the best way to book. Hotel arrangements can be made online through the [Medtrade Spring website](#).

Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen’s compensation coverage. [Click here](#) to electronically upload your insurance documents Please refer to the “Insurance Requirements Policy” within this service manual for more information.

Lead Retrieval Units

Lead Retrieval Units may be rented from Experient using the link or form provided in the Official Service Provider section of this manual. On-site, Lead Retrieval Units can be picked up from and returned to the Lead Retrieval counters at the Exhibitor Servicer.

Marshaling Yard

- All delivering carriers must check in at the GES Marshaling Yard prior to show-site delivery. Carriers will be assigned an unloading number according to driver check-in time.
- Drivers checking-in later than 3:30pm may not be off-loaded on arrival date and may incur overtime charges.
- POV's (Personally Operated Vehicles) and vehicles utilizing Caddie Service must check in at the Marshaling Yard. Direct shipments must arrive on your targeted move-in date.
- All shipments should be accompanied by a certified lightweight & heavyweight ticket. For your convenience, GES has available a full size certified scale at the Marshaling Yard.
- The Marshaling Yard is located at 2982 West Post Road, Las Vegas, NV 89119.

Occupancy

- Exhibit displays must be set by 5:00pm on Monday, March 10. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.
- Every exhibit must be fully staffed and operational during the entire exhibition. Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Wednesday, March 12.
- The dismantling of displays begins at 3:00pm on Wednesday, March 12 and continues until Noon on Thursday, March 13.
- After 12:00pm on Thursday, March 13 all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the exhibitor's expense.

Paging/Announcements

Show Management will restrict announcements to general show information. We will not make announcements regarding exhibitor drawings, lost persons or articles.

Parking

Exhibitors and attendees have two large parking structures to choose from. The Convention Center parking lot is located on the corner of Russell & Las Vegas Blvd., close to the Four Seasons. Parking is also available at THEhotel parking garage located between Frank Sinatra Drive and Hacienda Avenue. Both lots are open 24 hours a day and are complimentary.

Photography & Filming

- Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.
- Exhibitors and/or approved Exhibitor Appointed Contractors may photograph their own exhibits during show days ONLY.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.
- If planning to use an *approved* Exhibitor Appointed Photographer, please complete and submit the [online](#) Exhibitor Appointed Photographer Approval Form within this manual.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

Press Room

The Press Room will be available onsite for members of the press to register with the proper credentials. Members of the editorial media are cordially invited.

Personally Operated Vehicles (POV's)

- POV's are vehicles primarily designed for passenger use, such as a car, pickup, small mini-van or SUV.
- POV's are not closed body trucks with dual wheels, trucks, utility vans, or trailers pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize handling services provided by GES.
- POV's can be unloaded and/or loaded by hand or apparel rack. Wheeled carts are not permitted.

Property Passes

Exhibitors and Attendees are required to have a completed Property Pass for all merchandise leaving the hall during move-in, show days, and move-out. Property Passes may be picked up at the GES Servicenter. Please note that attendees are required to have a completed Property Pass to remove any goods during move-out. For any merchandise the customer will pick-up or remove from the hall at the close of the show via the loading dock, the Exhibitor must complete a bill of lading naming the customer as purchaser. Both the Exhibitor AND Customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock area to remove items from the hall. The Customer will be required to check-in with their vehicle at the designated check-in area in order to be dispatched to available dock space.

Registration

Each exhibiting company may register 10 staff members per 100 net sq. ft. of exhibit space at no charge. Additional staff may be registered for an additional per person charge. Buyers and/or customers are **not** to be registered as exhibitors.

Booth personnel may be registered on-line by going to the [Medtrade Spring website](#) and clicking on exhibitor registration. All badges will need to be picked up on-site at Exhibitor Registration, located immediately inside the Exhibit Hall.

Sales Office

An on-site Sales Office will be in operation during show days. Please make sure to come by at your scheduled time to select your booth and sign up for future Medtrade and Medtrade Spring events and sponsorship opportunities.

Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products. To order in-booth security services for your exhibit, use the Security Services Order Form found within the Official Service Provider section of the manual. Security is required for any before or after hours hospitality function within your booth.

Shipping

Booth materials may be shipped in advance to the GES Warehouse or shipped directly to the Mandalay Bay Convention Center. The specific shipping information, instructions, receiving dates and printable shipping labels are located in the within the GES section of this manual.

Show Colors

Backwall: Teal

Siderail: Teal

Aisle Carpet: Pepper

Show Directory

Please go on-line to [Medtrade Connect](#) and complete your Company Profile and Product Category Listing for the Official Medtrade Spring Show Directory. The deadline for submitting your information is **Friday, January 24, 2014**.

Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

Shuttle Bus Service

Shuttle service between the Mandalay Bay Convention Center and the official hotels is not provided at Medtrade Spring.

Special Transportation

Exhibitors hiring special shuttles or limousines must get prior approval from Show Management. Upon approval, please contact the Mandalay Bay Convention Center directly to make arrangements for pick-up and drop-off of passengers.

Standard Booth Equipment

All booths will be supplied with the following equipment. Please refer to the Booth Construction & Display Guidelines within the Show Rules & Regulations section of this manual for more details and booth diagrams.

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- Booth identification sign with company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall for 10' in center.
- 3' high pipe and drape back wall for 5' on each end.

Split Island booths

- 8' high pipe and drape back wall.

Island booths do not come with back drape. If it is desired, it may be ordered from GES.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located in the *GES Information & Order Forms* and *Official Service Provider Order Forms* section of this manual.

This is a No Concrete Show - all booths must order or supply their own carpet.

Union Rules

Please refer to the Show Site Work Rules which are located in the Show Rules & Regulations section of this manual.

Utilities

The Mandalay Bay Convention Center is the exclusive provider for electrical, gas, plumbing, and compressed air services. Online ordering information is located in the Official Service Provider Order Forms section of this manual.

Wheelchair & Scooter Rental

Wheelchairs and scooters may be rented through Desert Medical Equipment. Their phone is 702-876-9171 or 866-711-9171.