

## CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the last page of this mini kit.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	Apply & submit contract For PROJECT/THE TENTS/THE COLLECTIVE For PROJECT WOMENS For POOLTRADESHOW For STITCH	Fax contract to: (310) 943-2448 (310) 943-2007 (310) 943-2594 (917) 591-5932	<input type="checkbox"/>
ASAP	50% deposit due	Pay online at <a href="http://epay.advanstar.com">http://epay.advanstar.com</a>	<input type="checkbox"/>
ASAP	Hotel & Travel Reservations	<a href="http://www.ubmfashion.com/magic/travel">http://www.ubmfashion.com/magic/travel</a>	<input type="checkbox"/>
December 14	Final payment due	Pay online at <a href="http://epay.advanstar.com">http://epay.advanstar.com</a>	<input type="checkbox"/>
January 3	First day shipments will be received at advance warehouse	<a href="#">GES</a>	<input type="checkbox"/>
January 15	Mannequins/Steamers/Hangers	<a href="#">D&amp;B Rental Displays - advanced rate deadline</a>	<input type="checkbox"/>
January 22	Décor Rules Vehicle Display Waiver Review show rules & regulations Raw Space, Custom & Large Booth Renderings (Email only)	Email to <a href="mailto:magicmbccooperations@ubm.com">magicmbccooperations@ubm.com</a> or Fax to: 212-918-7959	<input type="checkbox"/>
January 29	EAC Notification Form	Email to <a href="mailto:magicmbccooperations@ubm.com">magicmbccooperations@ubm.com</a> or Fax to: 212-918-7959	<input type="checkbox"/>
January 29	EAC Badge Request Form	EAC's mail checks and proof of insurance to: MAGIC 2901 29th Street, Suite 100 Santa Monica, CA 90405 ATTN: Liz Callahan	<input type="checkbox"/>
January 29	Cleaning Catering Telephone Service Internet & Data	<a href="#">Mandalay Bay - advanced rate deadline</a> <b>(ADVANCED RATE DISCOUNT ONLINE ONLY)</b>	<input type="checkbox"/>
January 29	Electrical, Air & Water	<a href="#">Edlen - advanced rate deadline</a> <b>(ADVANCED RATE DISCOUNT ONLINE ONLY)</b>	<input type="checkbox"/>
January 29	Order Fixtures & Furniture Labor Carpet Furniture Hanging Signs	<a href="#">GES - advanced rate deadline</a>	<input type="checkbox"/>
February 2	Last day shipments received at Advanced Warehouse without an additional fee	<a href="#">GES - advanced rate deadline</a>	<input type="checkbox"/>
Ongoing	Register for badges	Link sent to the primary contact	<input type="checkbox"/>
Refer to TARGET MAP	First day booth build shipments can arrive at Mandalay Bay (Target map <b>does not</b> apply to product)	<a href="#">GES</a>	<input type="checkbox"/>
February 11	Booth Package Move-In	<a href="#">GES</a>	<input type="checkbox"/>

## SHOW INFORMATION

### VENUE

MANDALAY BAY CONVENTION CENTER  
 3950 Las Vegas Blvd South  
 Las Vegas, NV 89169

### RAW SPACE, CUSTOM & LARGE BOOTH MOVE-IN:

Refer to your target for move-in and move out dates and times for delivery of your exhibit build shipments.

All crates must be emptied and labeled for removal by 10pm on Saturday, February 10.

### ALL BOOTH MOVE-IN:

Sunday, February 11, 8AM-6PM

All booths must be set up by 6pm on February 11.

### LARGE BOOTH MOVE-IN & MOVE-OUT:

Refer to your target for move-in and move-out dates and times.

### SHOW HOURS:

9AM-6PM Monday, February 12\*  
 9AM-6PM Tuesday, February 13\*  
 9AM-5PM Wednesday, February 14\*

### \*EXHIBITOR ACCESS:

7:30AM Monday, February 12  
 8AM Tuesday, February 13  
 8AM Wednesday, February 14

### EXHIBITOR REGISTRATION HOURS:

8AM-6PM Saturday, February 10  
 8AM-8PM Sunday, February 11  
 8AM-6PM Monday, February 12  
 8AM-6PM Tuesday, February 13  
 8AM-6PM Wednesday, February 14

### SHUTTLES:

Complimentary service will be provided between all official MAGIC hotels and the Las Vegas and Mandalay Bay Convention Center.

### PARKING:

Once your vehicle is unloaded, parking is available adjacent to the Mandalay Bay Convention Center or in the Delano & Mandalay Bay parking lot for a fee (see <http://mgmresorts.com/parking/> for more information). Mandalay Bay & the Delano also offer valet parking.

## IMPORTANT PRICING

### OFFICIAL CONTRACTOR/ DECORATOR

GES (Global Experience Specialists)  
 7000 Lindell Road  
 Las Vegas, NV 89118  
 800-801-7648 (Dedicated MAGIC Line)  
[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)  
<http://marketing.ges.com/kits/Magic/>

### DISPLAY LABOR RATES

**Orders received before JANUARY 29 receive Advance Rate.**

#### Straight Time

8AM-5PM Monday-Friday

#### Overtime

5PM-8AM Monday - Friday

All day Saturday, Sunday & recognized holidays

Rate	Straight Time	Overtime
Advance	\$86.25	\$153.50
Regular	\$107.75	\$192.00
Show Site	\$129.75	\$230.50

*Price is per person/per hour. One hour minimum per man - labor thereafter is charged in half (1/2) hour increment.*

### CUSTOM WALL GRAPHICS

**\*Advance rate deadline: JANUARY 29**

### PROJECT & THE COLLECTIVE

#### FABRIC:

Rate	1 Mx8'panel	3Mx8'panel
Advance*	\$661.00	\$1,652.00
Regular	\$860.00	\$2,148.00

#### VINYL:

Rate	1 Mx8'panel	3Mx8'panel
Advance*	\$479.00	\$1,210.25
Regular	\$623.25	\$1,573.25

### PROJECT WOMENS & STITCH

#### FABRIC:

Rate	1 Mx8'panel	3Mx8'panel
Advance*	\$661.00	\$1,652.00
Regular	\$860.00	\$2,148.00

### POOLTRADESHOW

Rate	1/2Mpanel	1M'panel
Advance*	\$114.75	\$230.00
Regular	\$230.00	\$459.75

(See Wall Graphics Order Form in exhibitor kit for more information and sizes.)

### THE TENTS OFFICIAL BOOTH PACKAGE CONTRACTOR

GILBERT DISPLAYS  
 Jennifer Carbonaro  
[jkarbonaro@gilbertdisplays.com](mailto:jkarbonaro@gilbertdisplays.com)  
 631-577-1173

### ELECTRICAL CONTRACTOR

EDLEN  
 (855) 408-1349 or  
[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

**Only ONLINE orders received before JANUARY 29 receive Advance Rate.**

### OUTLETS (120V)

Item	Advance Rate	Standard Rate
500 watts (5amp)	\$99.00	\$149.00

1000 watts (10amp)	\$172.00	\$258.00
--------------------	----------	----------

1500 watts (15amp)	\$209.00	\$314.00
--------------------	----------	----------

2000 watts (20amp)	\$240.00	\$360.00
--------------------	----------	----------

*For a dedicated outlet order a 20amp.*

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time, order 24 hour power at double the outlet rate.

### ELECTRIC, AIR & WATER LABOR

**Straight Time** \$102/hr  
 8:30AM-4:30PM Monday-Friday

**Overtime** \$204/hr  
 4:30PM-8:00AM Monday-Friday

All day Saturday, Sunday & recognized holidays

There is a minimum labor charge of 1 hour for delivery and ½ hour for removal of each electric, air, water & drain outlet. See the exhibitor manual for additional information electrical & water options.

## SHIPPING INFORMATION

### ADVANCE WAREHOUSE SHIPMENTS

Exhibiting Company Name / Booth # \_\_\_\_\_  
(Insert show name) LAS VEGAS 2018 – MANDALAY BAY  
CONVENTION CENTER  
C/O GLOBAL EXPERIENCE SPECIALISTS (GES)  
7000 Lindell Road  
Las Vegas, NV 89118

Advance warehouse shipments can begin arriving:  
**January 3, 2018**

Last day for warehouse shipments to be received **without penalty: February 2, 2018**

Rate: See the exhibitor kit under the shipping section for rates.  
Rate shown is for every 100 lbs (cwt) or fraction of 100 lbs  
handled by GES (200 lb minimum per shipment)

### SHOW SITE SHIPMENTS

Exhibiting Company Name / Booth # \_\_\_\_\_  
(Insert show name) LAS VEGAS 2018 – MANDALAY BAY  
CONVENTION CENTER  
C/O GLOBAL EXPERIENCE SPECIALISTS (GES)  
Mandalay Bay Convention Center  
3950 Las Vegas Blvd So  
Las Vegas, Nevada 89119

### BOOTH BUILD & DECOR FREIGHT

**Raw Space, Custom Booth Crates & Package Booths over 401 sq feet:** Refer to your targeted move-in and move-out maps. A 25% surcharge will be incurred if you do not adhere to your targeted move-in and move-out time. The targeted maps refer to booth build and décor freight. Product does not need to adhere to the targeted maps but the BOL should indicate the shipment is product (do not mark this on the actual shipment/crates/boxes)

### PRODUCT FREIGHT

**Standard Booths:** Product will be accepted beginning Sunday, February 11, 2018. Product will not be turned away if it arrives on Friday, February 9, 2018 or Saturday, February 10, 2018, however because move-in is not until Sunday, February 11<sup>th</sup> this product will be unattended and not secure.

Rate: Rates may apply. Please see GES Expresso under the Shipping/Drayage & Material Handling section for rates.

All show site shipments must arrive prior to show opening to avoid additional surcharges. (See exhibitor manual for additional surcharges)

**Please note non-preferred vendors are subject to drayage fees. See page 4 of this Minikit for a list of preferred vendors.**

## MOVE-IN & MOVE-OUT

### VALET CART LOAD SERVICE

GES offers cart load service from your personal vehicle to your booth for move-in and from your booth to your vehicle at move-out. (Restrictions will apply – see GES Expresso for rates & additional information). Workers equipped with a 3' x 4' flat carts will assist Exhibitors with unloading for a maximum of one cart load per vehicle.

During Move-In, a GES representative will be in the Cart Load Service Lot at MBCC to arrange service upon arrival. **The lot is located directly across the street from the MBCC and the entrance is located on Four Season Drive. Follow signs to this location.**

During Move-Out, you must request this service at the Exhibitor Services Desk. When your items are ready for transport, return to the Exhibitor Service Desk and let GES know that you're packed up. Please wait with your items until someone from GES comes to get them. At that time you may get your vehicle and go to the Cart Load Service area where GES will load your vehicle.

### UNASSISTED HAND CARRY

You may hand carry material provided you do not use material handling equipment. When you choose to hand carry material, you may not be permitted access to the loading dock.

During Move-In you may unload your vehicle in the Hand Carry Lot, and carry your merchandise to your booth. **Lot is located directly across the street from the MBCC. The entrance is located on Four Season Drive. Follow signs for the Hand Carry Staging Area.** During Move Out you may carry your items and load your vehicle in the Hand Carry Lot.

You may use nothing larger than a two-wheeled cart (plastic or rubber wheels only) to move your items.

Hanging clothing racks are allowed for moving hanging garments.

"Pop-up" displays, equal or less than 10' in length, capable of being carried by hand by one person may be brought in.

Exhibitors moving items must use the doors and routes designated by event management.

Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact.

Exhibitors arriving at the Hand Carry Lot with items other than merchandise or a pop up display may be instructed to go to the GES lot to have your vehicle unloaded/loaded by union labor. Drayage fees may apply.

The Hand Carry lot has a 30 minute limit. Please see the parking attendant if you require additional time and we will do our best to accommodate your request.

**Customers with personal vehicles larger than a passenger van will be directed to the GES Marshalling Yard.**

## EXCLUSIVE VENDORS

### ADVANCED WAREHOUSE

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### BADGES/REGISTRATION

A link to register will be sent to the primary contact with more information

### CARPET

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### CATERING

#### MANDALAY BAY EXHIBITOR

#### SERVICES

(855) 408-1349

[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

Order Mandalay bay services online:

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

NOTE: ANY food or drink consumed in a booth, including water and beverages, must be ordered through Mandalay Bay.

### CLEANING

#### MANDALAY BAY EXHIBITOR

#### SERVICES

(855) 408-1349

[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

Order Mandalay bay services online:

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

### ELECTRICAL, AIR & WATER

EDLEN

(855) 408-1349

[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

Order Mandalay bay services online:

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

### INTERNET & PHONE

#### MANDALAY BAY EXHIBITOR

#### SERVICES

(855) 408-1349

[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

Order Mandalay bay services online:

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

### LABOR & MATERIAL HANDLING

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### LEAD RETRIEVAL

ITN

(801) 676-7933

[exhibitors@itnint.com](mailto:exhibitors@itnint.com)

[www.bcard.net](http://www.bcard.net)

### POV & CART LOAD SERVICE

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### RIGGING (UNDER 200LBS)

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### SECURITY

COP SECURITY

(702)361-7998

[copsecurity@earthlink.com](mailto:copsecurity@earthlink.com)

### THEATRICAL LIGHTING, TRUSS, RIGGING

ENCORE

(702) 322-5735

[exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

Order Mandalay bay services online:

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)

### WALL GRAPHICS

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

## NON-EXCLUSIVE VENDORS

### COMPUTER & AUDIO VISUAL

SMARTSOURCE

(800) 955-5171

[www.smartsourceshows.com](http://www.smartsourceshows.com)

### FLORAL & PHOTOGRAPHY

EXPOEASE

(702)368-2868

[info@expoease.com](mailto:info@expoease.com)

### FURNITURE RENTAL

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### GRAPHICS

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>

### HOTEL & TRAVEL PLANNING

ONPEAK

(800) 254-7188

<http://www.ubmfashion.com/magic/travel>

### INTERNATIONAL FREIGHT FORWARDERS/ CUSTOM BROKERS

KUEHNE + NAGEL

310-213-4347

[armin.zertor@kuehne-nagel.com](mailto:armin.zertor@kuehne-nagel.com)

[robert.rodriguez@kuehne-nagel.com](mailto:robert.rodriguez@kuehne-nagel.com)

### EMBASSY CARGO

516-255-1881

0574-704101 (International)

[info@embassycargo.edu](mailto:info@embassycargo.edu)

[www.embassycargo.com](http://www.embassycargo.com)

### MANNEQUIN & STEAMER RENTAL

D&B RENTAL DISPLAYS CORP.

(239) 263-7168

[www.dbrentaldisplays.com](http://www.dbrentaldisplays.com)

### SHIPPING

GES

800-801-7648 (Dedicated MAGIC Line)

[MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)

Order GES services online:

<http://marketing.ges.com/kits/Magic/>