

# SeniorExpo

## VENDOR SETUP INSTRUCTIONS

**SOUTHWEST:** Suncoast Hotel & Casino Grand Ballroom (Second Floor)  
October 9th Catering Department: (702) 636-7111

**SUMMERLIN:** Silverton Hotel & Casino - The Veil Pavilion  
October 14th Catering Department: (702) 914-8969

**NORTHWEST:** Santa Fe Station Casino - Aliante Ballroom (Second Floor)  
October 23rd Phone Number: (702) 658-4900

**HENDERSON:** Sunset Station Casino - Club Madrid Room  
October 30th Catering Department: (702) 757-4770



**Vendor Setup:** Setup is Wednesday from 8:00 am to 10:00 am  
Move-in doors will be closed at 10:00 am

**Load-in:** There are event escorts to direct you to your vendor space.  
**Bring your own carts/dollies.** None are provided.

**Tear Down:** After the event ends from 3:00 p.m. to 6:00 p.m.  
All exhibit material must be removed by 6:00 p.m.

**Exhibit Space:** Table top spaces 8' x 8' and include one 6' table and 2 chairs.

**Vendor Badges:** Vendors receive up to 4 free badges per vendor space.

**Additional Services:** You may bring your own extra tables & chairs. Renting: tables \$25 and chairs \$5 ea.

**Electricity:** Electric is available only to spaces against the outer walls.  
There is a \$50 charge for electricity. Electrical deadline is the Monday before the event

**Check-in:** A registration booth will be setup at the entrance of the event during all setup hours.  
Exhibit badges will be handed out during Wednesday morning check in.

**Lodging:** The Casino Hotels offers discounted rooms to vendors.

**Parking:** Self Parking Free. Valet is available.

**Food:** Pro Expo will provide a continental-styled lunch.  
There are also several restaurants inside the Casinos available for lunch.

**Marketing:** Do what you can to help promote the event, a good attendance helps everyone.  
Promote the event on your social media or any other promotions you are using.  
If you would like email invitations for the event, contact Pro Expo (702) 331-1350.

**Security:** Security will be present, but that does not guarantee your belongings are safe.  
• The expo is open to the public, the responsibility for safeguarding your exhibit is yours.  
• During setup and tear down have someone remain at your booth.



## UTILITY ITEMS

Order deadline: 5 days prior to the event.

**Event:** \_\_\_\_\_

☐ Electricity Booth # \_\_\_\_\_ \$50

- Electric is available at specific locations
- Vendor must bring an extension cord
- Vendor must bring a Power Strip if you need multiple outlets

☐ Extra Table(s) \_\_\_\_\_ Booth# \_\_\_\_\_ \$25 ea

☐ Table Cloth(s) \_\_\_\_\_ Booth# \_\_\_\_\_ \$10 ea

☐ Extra Chair(s) \_\_\_\_\_ Booth# \_\_\_\_\_ \$5 ea

☐ WiFi for the event. *Open public WiFi is available at the Galleria*

**Total:** \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Onsite # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CREDIT CARD PAYMENT

☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER

Security Code \_\_\_\_\_

Card #                 Expires   -

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this vendor agreement you agree that all event sales are final, there are no refunds and your vendor space will be paid in full regardless of event participation. All credit card balances will be charged 30 days of the event. For any reason full payment is not made by date of event, the signer agrees to pay any and all collection fees, attorney fees and court costs incurred by Pro Expo, Inc. to enforce the terms of this contract.

1. Fax: (702) 331-6050

2. Email: Scan (or) take a picture [Info@LocalEvents.vegas](mailto:Info@LocalEvents.vegas)

3. Mail: Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

**LOCAL EVENTS**  **VEGAS**

(702) 331-1350



## Add your company item in the **Goody Bag**



We can insert an item for your company in the Goody Bags that are handed out at the entrance. There is no cost to vendors. To get into the goody bag just fill out this form and send it back to us. Bring 100 items to the event by 9:00 am. *Promotional items only, no business cards or flyers.*

☐ **Yes, we would like to donate a goody for the bag.**

**Item:** \_\_\_\_\_

Description of the goody item

**Quantity:** \_\_\_\_\_ *Promotional items only, no business cards or flyers.*

## Donate an Item for a Door Prize.

Visitors spin the wheel for a door prize. All winners are directed to the vendor's table to collect their door prize.

☐ **Yes, we would like to donate a door prize.**  
*Promotional items only, no business cards or flyers.*



\_\_\_\_\_  
Description of the door prize

**Bring all items directly to the event by 9:00 am**

Vendor: \_\_\_\_\_ Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Fax completed contract to: (702) 331-6050**

Or scan & email (or) take a picture & text to: **Dean@ProExpo.vegas**

Mail to: Pro Expo at 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

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702 x331x1350