

# Vendor Setup Instructions



**Location:** Pahrump Nugget Casino - (775) 751-6500  
681 S. Highway 160, Pahrump, NV 89048

**Event Dates:** Saturday, October 30th: 11:00 am - 4:00 pm

**Setup Hours:** Saturday morning from 9:00 am to 10:00 am  
Enter through Bay 9. See diagram on the next page

**Floorplan:** <https://www.VeteransExpo.vegas>

**Check-in:** A registration booth will be setup inside the event.  
Exhibit badges will be handed out during the morning check in.

**Exhibit Space:** 8 x 8 space, includes one 6' table and 2 chairs

**Table Cloths:** All vendors must bring a table cloth for a 6' table.  
The standard 6' table size is 90" x 132"

**Covid Regulations:** Only two (2) representative is allowed at each vendor table.  
Multiple representatives can help during setup & tear down.  
Vendor representatives can rotate shifts during show hours.  
All vendors are required to wear a mask inside the event at all times.  
All vendors are required to have a bottle of hand sanitizer on their table during show hours.

**Tear Down:** Start immediately after the event ends Saturday at 4:00 pm.  
All vendors must be moved out by 6:00 pm.

**Marketing:** Do what you can to help promote the event.  
• List the event on social media, send email, invite customers, etc.  
• Link your social media promotions to: <https://www.proexpolv.com/veterans-expo>

**Parking:** Self Parking is free in all lots

**Food:** There are numerous restaurants in the food court.

**Security:** Mall Security guards will be present, but that does not guarantee your belongings are safe.  
• The expo is open to the public, the vendors are responsible for safeguarding their display/items.  
• Remove all valuable items from your vendor space during non-show hours/overnight.  
• Place all non-valuable items under your vendor table during non-show hours.  
• During show hours have someone remain at your vendor space at all times.  
• Pro Expo and the Galleria are not responsible for lost, damaged or stolen items.



Only two vendors per table



Must Bring a Table Cloth  
Standard: 90" x 132"