

# Vendor Setup Instructions



**Location:** Galleria At Sunset Mall - (702) 434-0202  
1300 W Sunset Rd, Henderson, NV 89014

**Event Dates:** Saturday, March 21, 2020 - 10:00 am - 4:00

**Setup Hours:** Saturday morning at 8:00 a.m. to 10:00 a.m.  
Enter through the Bay 8 next to JC Penney. See map.

**Floorplan:** Visit: [www.ProExpoLV.com/galleria-mall-floorplan](http://www.ProExpoLV.com/galleria-mall-floorplan)

**Check-in:** A registration booth will be setup at the Bay 8 entrance.  
Exhibit badges will be handed out during the event check in.

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



*6' Table is provided  
Includes 2 chairs*

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

**Rentals:** You can rent tables for \$25 and chairs \$5 ea.  
You can rent a black table cloth for \$10 at the event.

**Bring Your Own** You are welcome to bring your own additional tables & chairs.

**Electricity/WiFi:** Electrical is available for an additional fee. See the utility form.  
WiFi is available to the public.



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

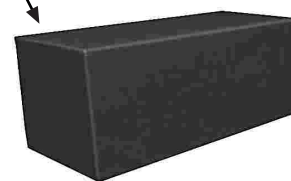
**Tear Down:** Start immediately after the event ends on Sunday at 4:00 pm.  
Please do not tear down early. Respect the other vendors.  
Many vendors complain about the vendors that tear down early.

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

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

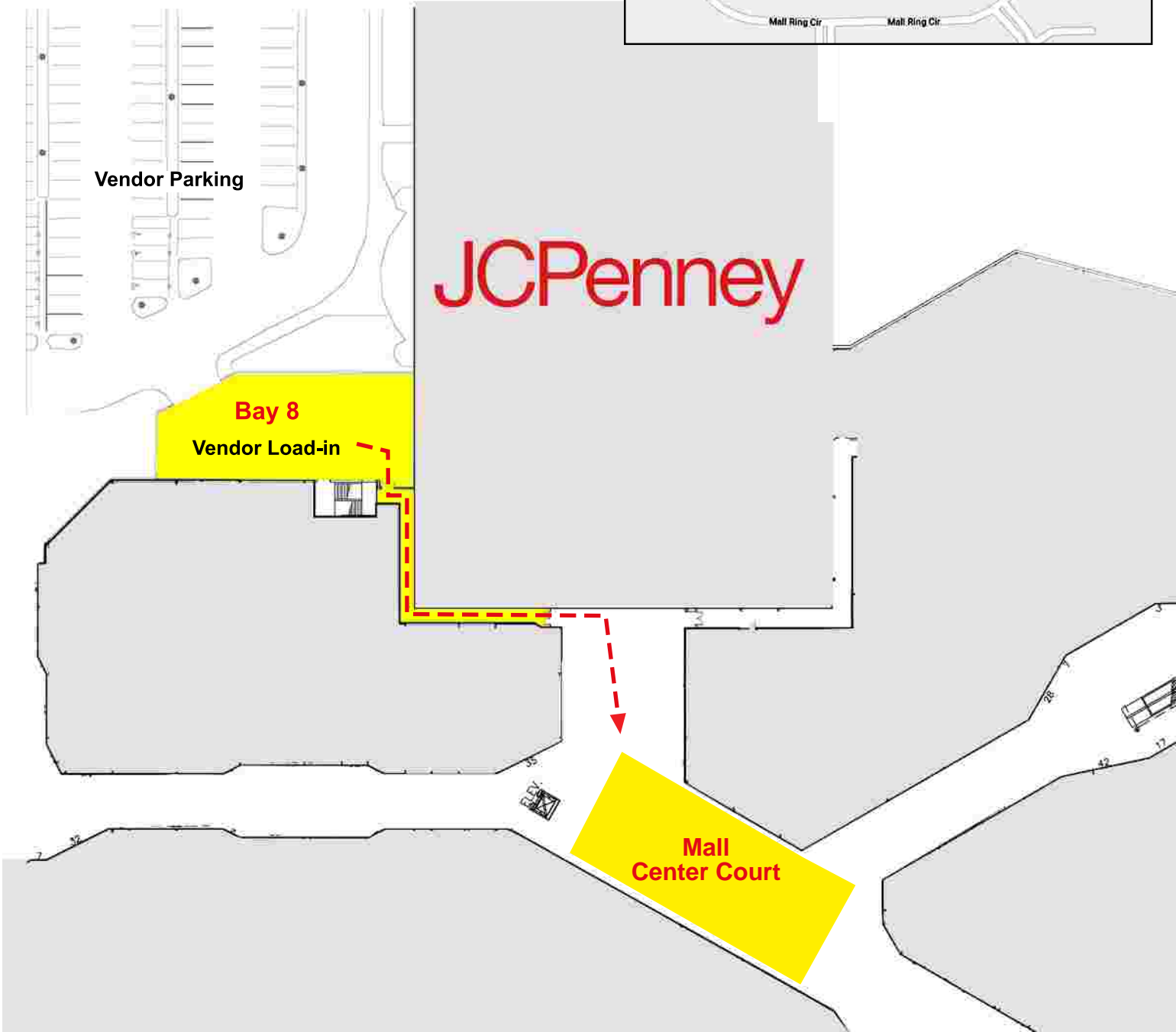
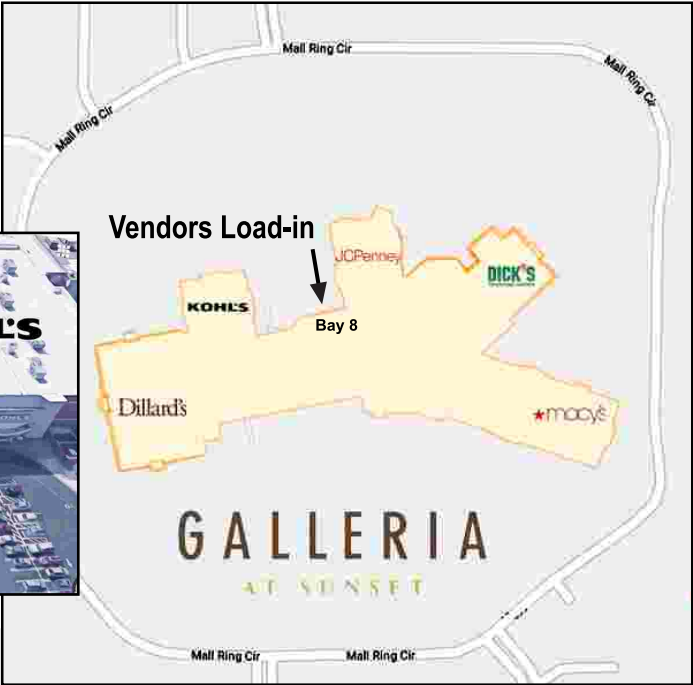
**Marketing:** **Do what you can to help promote the event.**  
List the event on social media, send email, invite customers, etc.  
• Go to [LocalEvents.vegas](http://LocalEvents.vegas) website and like the facebook page

**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.



*Rent a 6 ft. Fitted Tablecloth  
at the event for \$10*

# Vendor load-in Bay 8





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 a Door Prize.

Visitors spin the wheel for a door prize.  
Winners are directed to the vendor's table to collect their 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: \_\_\_\_\_

1. **Email:** Scan (or) take a picture **Info@LocalEvents.vegas**
2. **Fax:** (702) 331-6050
3. **Mail:** Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

**LOCAL EVENTS.VEGAS**  
(702) 331-1350

## 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.



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