
SUMMERLIN SENIOR EXPO - February 12, 2020 - Suncoast Casino

VENDOR SETUP INSTRUCTIONS

Location: Suncoast Hotel & Casino Grand Ballroom (Second Floor)
9090 Alta Drive, Las Vegas, NV 89145 (Alta & Rampart)
Catering Department: (702) 636-7111

Dates of Event: Wednesday, February 12, 2020 from 10:00 am to 3:00 pm

Vendor Setup: Setup is Wednesday, February 12, 2020 from 8:00 am to 10:00 am
Ballroom doors will be closed at 9:50 pm.

Vendor Entrance: Vendors should come in the loading dock on the North Side of the building (see map).
There are event escorts to direct you to your vendor space. Please bring your own carts/dollies.

Tear Down: Wednesday afternoon, February 12, 2020 from 3:00 p.m. to 6:00 p.m.
All exhibit material must be removed from the Ballroom 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 5 days prior to the event


Shipping: For Pre or Post shipping contact the Suncoast Catering Department: (702) 636-7111

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 Suncoast Hotel has rooms as low as \$39 per night. Book online at: suncoastcasino.com

Parking: Self Parking Free all weekend. Valet is available.

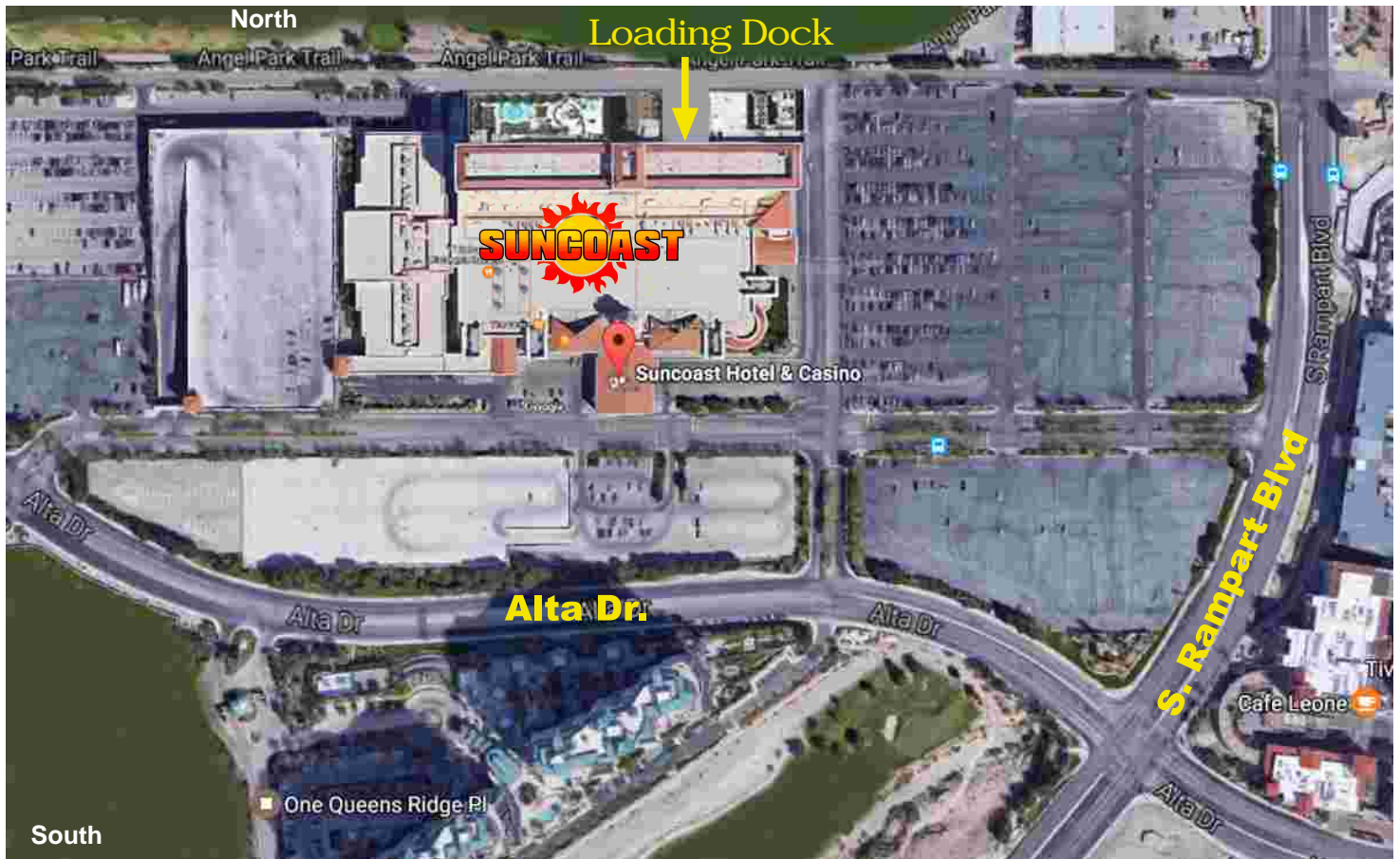
Food: Pro Expo will provide a continental breakfast & Lunch.
There are also several restaurants inside the Suncoast Casino available for lunch.

 **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.
- Cover and lock items on display after set up is complete.
- The show promoter is not responsible for lost, damaged or stolen items.





Suncoast Hotel & Casino
 9090 Alta Dr. & S. Rampart
 Grand Ballroom (Second Floor)

Load-in: Wednesday, 8:00 am - 10:00 am

- Vendors may come in the loading docks on the North Side of the building.
- Event Greeters will be onsite to direct all vendors to their reserved spaces.
- There is a large services elevator.
- Please bring your own carts/dollies



NO PARKING IN THE LOADING DOCK

Vendors must unload at the loading dock and then park your vehicle in the lot.

RENTAL ITEMS

Order deadline: 5 days prior to the event.

1

Event: _____

☐ Electricity Booth # _____ \$50

- Electric is available only along the walls of the ballroom
- 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 Booth# _____ \$45

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**

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

LOCAL EVENTS.VEGAS

(702) 331-1350

Insert a company promotional item in the goody bag

There is no cost to vendors



Insert a company promotional item in the Goody Bags that are handed out at the entrance.

To get into the goody bag just fill out this form and send it back to us.

Promotional items only, no business cards or flyers. Bring 100 items to the event by 9:00 am.

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

Item: _____
Description of the goody item

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

☐ **Yes, we would like to donate a door prize.**

Pro Expo picks a door prize winners and directs the winner to the vendor's table to pick up their prize.



Description of the door prize

Vendor: _____ Event: _____

Contact: _____ Booth #: _____

Phone: _____

Email: _____

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