

Vendor Setup Instructions

Vendors Must Supply their own 10' x 10' Pop Up Tent, table and chairs.

Rentals are Available

- Location:** Tivoli Village - 702.534.0000
400 S Rampart Blvd, Las Vegas, NV 89145
- Event Hours:** Saturday, 11:00 am - 4:00 pm | Sunday, 11:00 am - 4:00 pm
- Setup Hours:** Saturday morning at 9:00 am to 11:00 am
- Floorplan:** Visit: www.ProExpoLV.com/Health-Expo
- Check-in:** A registration table will be setup during all show hours
Exhibit badges will be handed out during the morning check in.
- Exhibit Space:** This event is an outdoor street festival. Vendor spaces are 10' x 10'
- Required:** Vendor must supply their own 10 x 10' popup tent →
Vendor must supply their own Table, table cloth & chairs
- Event Rentals:**
- 10 x 10 pop-up tent for \$40.
 - 6' tables for \$25 or chairs \$5 ea.
 - 6' black table cloth for \$10 ea.
- WiFi:** Are not available.
- 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 onsite providing food.
- Marketing:** **Do what you can to help promote the event.**
List the event on social media, send email, invite customers, etc.
• Go to ProExpoLV.com website and like the facebook page
- Security:** **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 Tivoli Village are not responsible for lost, damaged or stolen items.



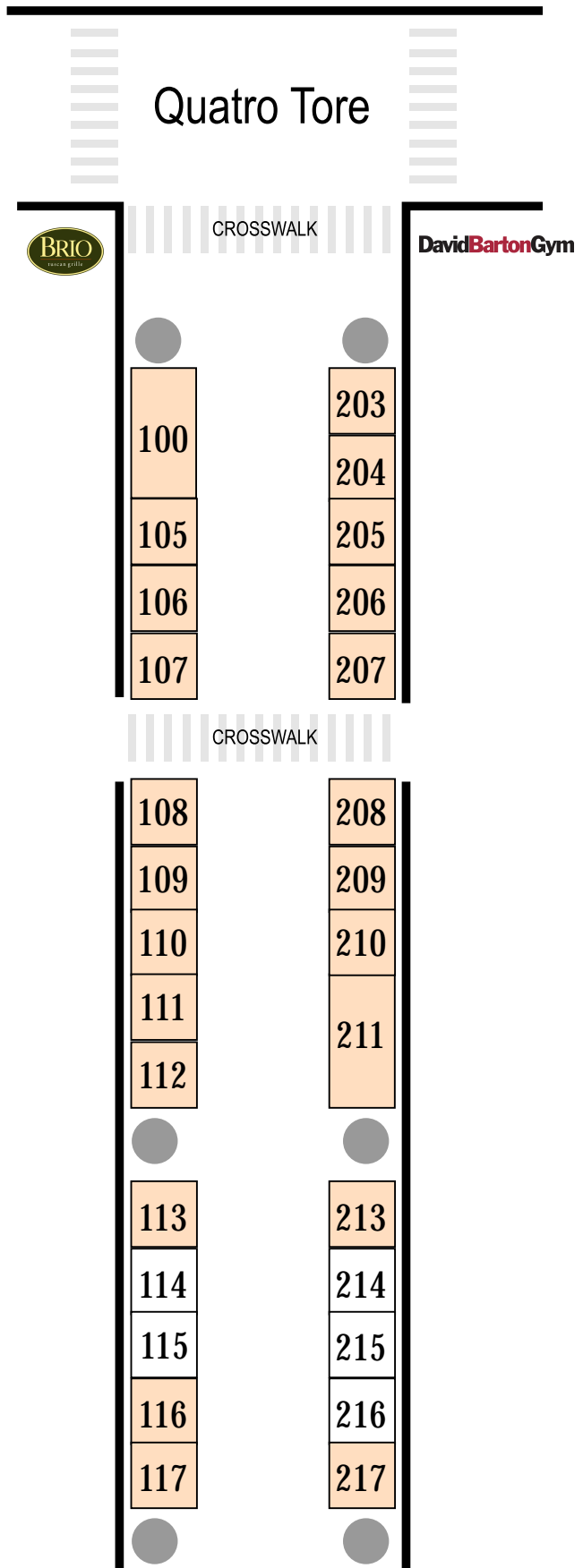


Sept. 29 & 28

Vendors Must Bring a
10' x 10' Pop-up Tent

□ Available ■ Occupied ■ Sponsors

#	Vendors
116	America First Credit Union
205	Anthem
207	BioLife Plasma Services
203	Celebrate Dental
109	Crystal Psychic Boutique
100	ER at the Lakes
112	Face Values
109	Girl Scouts of Southern Nevada
209	Green Thumb Instustries
204	FitLife Magazine
105	doTerra Essential Oils
206	Hemp Works
213	I Love Kickboxing
106	London Bridge Resort
107	Nevada Health Link
108	NovuSkin
113	NuLife Ventures
208	Paws Off the Table
111	Social Security Administration
210	Stratigic Financial Resources
211	Structura Body Therapies
117	T-Mobile - Sat Only
217	Victory Martial Arts - Sat Only
110	Windows by Andersen



UTILITY ITEMS

Order deadline: 5 days prior to the event.

Event: *Summerlin Health & Beauty Expo - Tivoli Village*

- | | | |
|--|---------------|---------|
| <input type="checkbox"/> Electricity | Booth # _____ | \$50 |
| - Vendor must bring an extension cord | | |
| - Vendor must bring a Power Strip if you need multiple outlets | | |
| <input type="checkbox"/> EZ Up Tent(s) _____ | Booth# _____ | \$40 ea |
| <input type="checkbox"/> Extra Table(s) _____ | Booth# _____ | \$25 ea |
| <input type="checkbox"/> Table Cloth(s) _____ | Booth# _____ | \$10 ea |
| <input type="checkbox"/> Extra Chair(s) _____ | Booth# _____ | \$5 ea |

Total: _____

Company _____	Address _____
Contact _____	City _____ State _____ Zip _____
Phone _____	Email _____
Onsite # _____	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



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: _____

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