

## VENDOR SETUP INSTRUCTIONS



**Current Covid Mandate:**  
**Only two vendors per table**

**Location:** Palace Station Casino - Second Floor, Salon A  
2411 W. Sahara Ave. Las Vegas, NV 89102  
Catering Department: (702) 367-2411

**Dates of Event:** Wednesday, November 4, 2020 from 10:00 am to 3:00 pm

**Setup Time:** Set up times are from 9:00 am to 10:00 am

**Vendor Tear Down:** Tear down begins at 3:00 p.m. to 4:00 p.m.  
All exhibit material must be removed by 4:00 p.m.

**Vendor Entrance:** Vendors use the West entrance and take the escalator up to the second floor salons.  
Event escorts will direct you to your vendor space. Please bring your own carts/dollies.

**Vendor Check-in:** A registration table will be setup at the entrance of the event from 9 am to 10 am.  
Vendor badges will be distributed during the event check in.

**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.



**Vendor Space:** Space includes an 8' x 8' tabletop spaces with one 6' skirted table and one chair.

**Additional Services:** Renting: tables \$25 and chairs \$5 ea. Vendors can bring in additional tables & chairs.

**Electricity:** There is a \$50 fee for electricity. Order deadline is one week prior to the event.  
Electric is available only at spaces against the outer walls.

**Shipping:** For all shipping needs, contact the casino's catering department

**Lodging:** Discounted rooms are available at the casino hotel.

**Parking:** Self-parking is free all day. Valet is available.

**Food:** Pro Expo provides a continental lunch at most events, but not all.  
There are several restaurants inside the Casino.

**Marketing:** A good attendance helps everyone.  
• Help promote the event on social media or any other marketing you are using.  
• If you need email invitations, graphic or promotions contact [Info@ProExpoLV.com](mailto:Info@ProExpoLV.com)

**Security:** Security will be present, but that does not guarantee your belongings are safe.  
• The event 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.