

VENDOR SETUP INSTRUCTIONS

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

Vendor Setup: Wednesday, November 4, 2020 from 8:00 am to 10:00 am
Event doors will be closed at 9:50 pm.

Vendor Entrance: Vendors use the entrance on Sahara and go up to the second floor ballrooms - Salon A. There are event escorts to direct you to your vendor space. Please bring your own carts/dollies.

Tear Down: Wednesday, November 4, 2020 from 3:00 p.m. to 5:00 p.m.
All exhibit material must be removed from the ballrooms by 5:00 p.m.

Exhibit Space: Table top spaces 8' x 8' and include one 8' table and 2 chairs.

Vendor Badges: Vendors receive only one (1) badge per vendor table.

Check-in: A registration table will be setup at the entrance for 2 hours prior to the event.
Vendor badges will be distributed during the event check in.

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 one week prior to the event.

Shipping: For Pre or Post shipping contact the casino Catering Department: (702) 367-2411.

Lodging: The casino hotel has rooms available at: palacestation.com/stay

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

Food: Pro Expo provides a continental lunch at some of the events.
There are several restaurants inside the Casino.



Current Covid Mandate:
Only one vendor per table.
We are expecting vendor restrictions to loosen up by Mid-November.

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.

Insert a company item in the welcome bag or donate a prize for the Prize Wheel



There is no cost to vendors

Insert a company promotional item in the Welcome Bags or donate a prize for the Prize Wheel. To get involved in these promotions, 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 for the Prize Wheel.

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: _____

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

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(702) 331-1350

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 _____

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.

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