

# VENDOR SETUP INSTRUCTIONS

**Location:** **Sunset Station Casino**  
1300 Sunset Rd., Henderson, NV (Sunset Rd. & Marks Rd.)  
Catering Department: (702) 757-4770



**Dates of Event:** Wednesday, February 26, 2020 from 10:00 am to 3:00 pm

**Vendor Setup:** Setup is Wednesday, February 26, 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 Sunset Rd. Casino entrance on 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 26, 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 the Monday before the event.


**Shipping:** For Pre or Post shipping contact the Sunset Station Catering Department: (702) 757-4770

**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 Sunset Station Hotel has rooms as low as \$39 per night. Book online at: [sunsetstation.sclv.com](http://sunsetstation.sclv.com)

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

**Food:** Pro Expo will provide a continental Lunch.  
There are also several restaurants inside the Sunset Station 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 invitations to email, call Pro Expo and we'll get it to you.

**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.



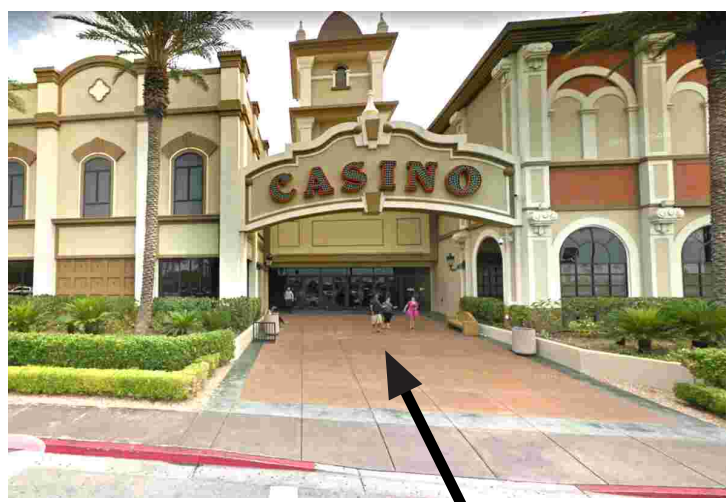
## Sunset Station Casino

Sunset Road & Marks Rd.

- Madrid Room & Galleria Room

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

- Vendors may come in the Sunset Road casino entrance on North Side of the building.
- Event Greeters will be onsite to direct all vendors to their reserved spaces.
- Please bring your own carts/dollies



**Vendors load-in the  
Sunset Road Casino Entrance**

### **NO PARKING IN THE CASINO ENTRANCE**

Vendors must unload at the casino entrance and then park your vehicle in the lot.