

## VENDOR SETUP INSTRUCTIONS



**Current Covid Mandate:**  
**Only one vendor per table.**

**We are expecting vendor restrictions  
to loosen up by October.**

**Location:** Santa Fe Station Casino - Second Floor Ballroom  
4949 N. Rancho Dr. Las Vegas, NV 89130  
Catering Department: (702) 658-4900

**Dates of Event:** Wednesday, October 21, 2020 from 10:00 am to 3:00 pm

**Setup Time:** Set up times are from 8:00 am to 10:00 am

**Vendor Tear Down:** Tear down begins at 3:00 p.m. to 5:00 p.m.  
All exhibit material must be removed by 5:00 p.m.

**Vendor Entrance:** Vendors use the main entrance and take the escalator up to the second floor.  
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 8 am to 10 am.  
Vendor badges will be distributed during the event check in.

**Covid Regulations:** Only one 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.

# 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](mailto:Info@LocalEvents.vegas)

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

**LOCAL EVENTS.VEGAS**  
(702) 331-1350

# RENTAL ITEMS

Order deadline: 5 days prior to the event.

1

**Event:** \_\_\_\_\_

☐ Electricity Booth # \_\_\_\_\_ \$50

☐ Sneeze Guard 24 x 36 Booth# \_\_\_\_\_ \$75

☐ Box of 50 Masks Booth# \_\_\_\_\_ \$20

☐ Bottle of Sanatizer Booth# \_\_\_\_\_ \$10



**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](mailto:Info@LocalEvents.vegas)

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

**LOCAL EVENTS .VEGAS**  
(702) 331-1350