Vendor Setup Instructions



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 a.m. to 11:00 a.m.

Floorplan: Visit: www.ProExpoLV.com and select 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 is an outdoor event. Vendor space is 10' x 10'

Tent: Vendor must supply their own 10 x 10' popup tent —

Exhibit Space: Vendor must supply their own Table, table cloth & chairs

Rentals: You can rent 6' tables for \$25 and chairs \$5 ea.

You can rent a black table cloth for \$10 at the event.

Bring Your Own You are welcome to bring your own additional tables & chairs.

Electricity/WiFi: Are not available.

Security:

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 at the facility

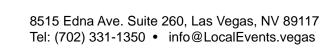
Marketing: Do what you can to help promote the event.

List the event on social media, send email, invite customers, etc.

• Go to ProExpoLV.com website and like the facebook page

Security 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.















Add your company item in the



Goody Bag

There is no cost to vendors. To get into the go	e Goody Bags that are handed out at the entrance. body bag just fill out this form and send it back to Promotional items only, no business cards or flyers. or the bag.
Item:	
Description of the goody item	
Quantity: Promotional it	ems 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 Yes, we would like to donate a door pri Promotional items only, no business cards	collect their prize. ze.
Bring all items directly	to the event by 9:00 am
Vendor:	Event:
Contact:	Booth #:
Phone:	
Email:	

1. Email: Scan (or) take a picture Info@LocalEvents.vegas

2. Fax: (702) 331-6050

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



(702) 331-1350

$UTILITY\ ITEMS \ \ \ \text{Order deadline: 5 days prior to the event.}$



Event:		
Electricity - Electric is available - Vendor must bring	·	\$50
- Vendor must bring	a Power Strip if you need multiple out	tlets
Extra Table(s)	Booth#	\$25 ea
Table Cloth(s)	Booth#	\$10 ea
Extra Chair(s)	Booth#	\$5 ea
		Total:
Company —	Address	
Contact	dity	State Zip
Phone — Onsite # — Onsite #		Date
Card #	AC AMEX DISCOVER Signature ere are no refunds and your vendor space will be paid in full regardless of event participation to pay any and all collection fees, attorney fees and court costs incurred by Pro Expo, linc, to	Security Code Expires — — — — — — — — — — — — — — — — — — —

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