



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.
- 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:** **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.

*Vendors Must Supply their own
10' x 10' Pop Up Tent*



UTILITY ITEMS

Order deadline: 5 days prior to the event.



Event: _____

☐ Electricity Booth # _____ \$50

- Electric is available at specific locations
- 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. *Open public WiFi is available at the Galleria*

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**

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

LOCAL EVENTS.VEGAS
(702) 331-1350