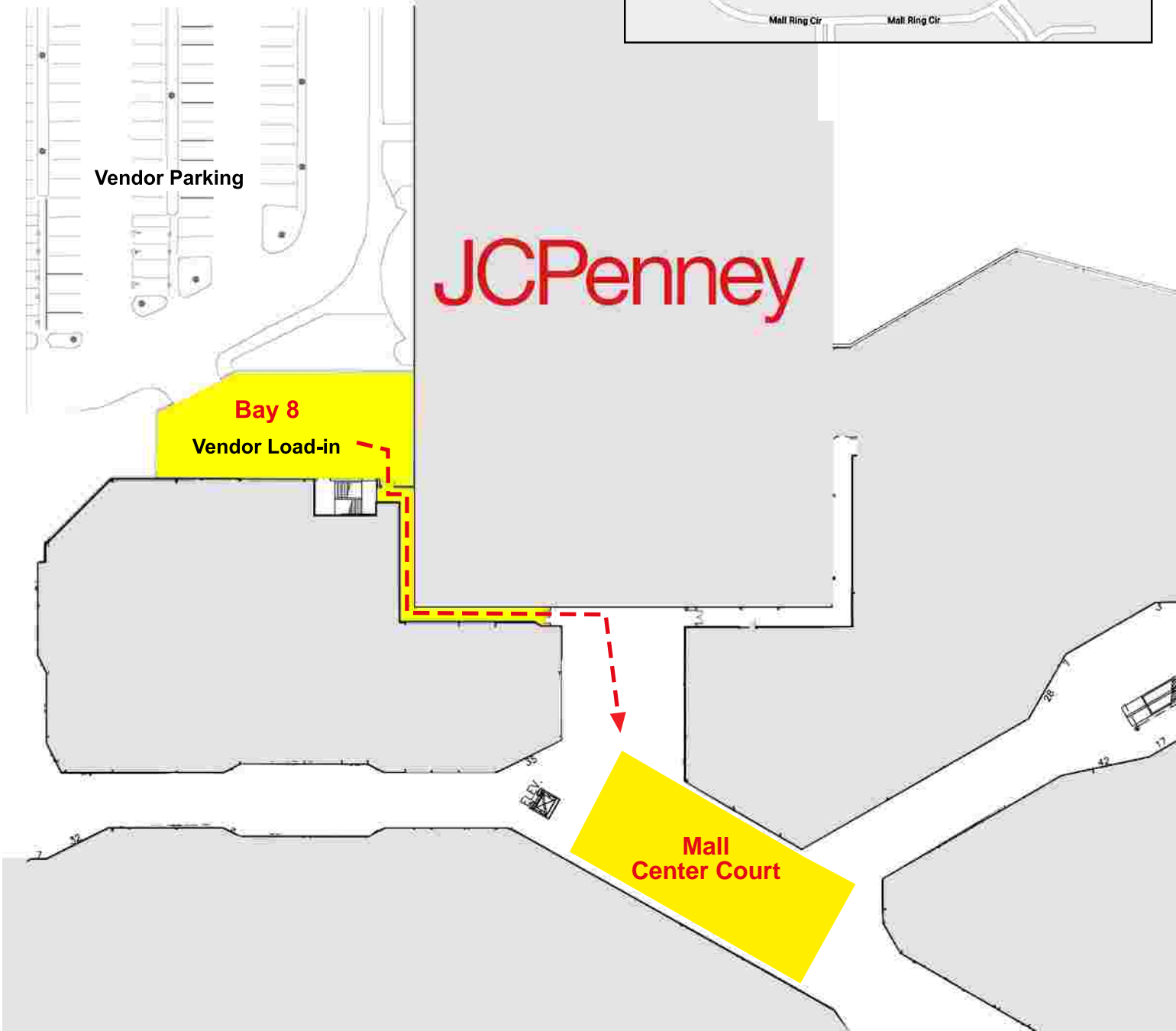
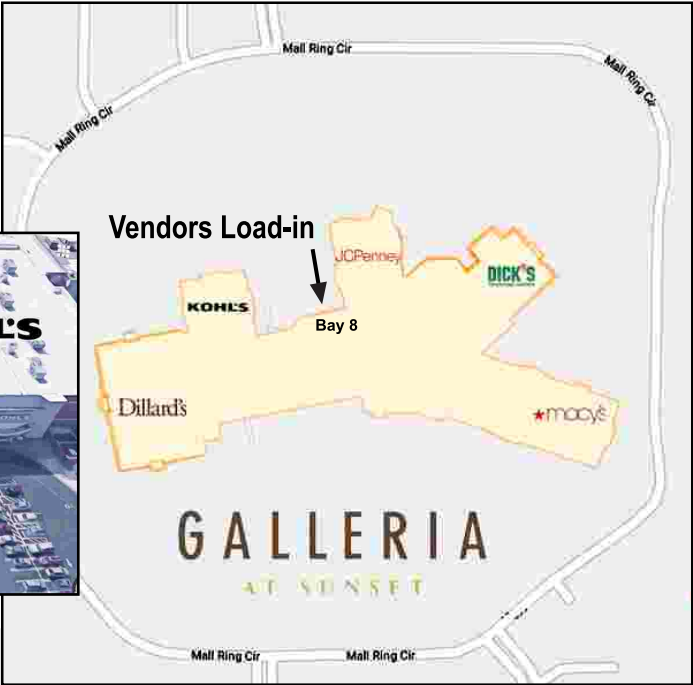


Vendor Setup Instructions



- Event Location:** **Galleria At Sunset Mall** - (702) 434-0202
1300 W Sunset Rd, Henderson, NV 89014
- Event Hours:** Saturday, April 25, 2020: 11:00 am - 4:00 pm
Sunday, April 26, 2020 : 11:00 am - 4:00 pm
- Vendor Setup:** **Saturday morning at 9:00 a.m. to 11:00 a.m.**
Enter through the Bay 8 next to JC Penney. See map.
- Floorplan:** <https://www.proexpolv.com/home-show-floorplan>
- Check-in:** A registration booth will be setup at the Bay 8 entrance.
Exhibit badges will be handed out during the morning check in.
- Exhibit Space:** Only a 10 x 10 floorspace is provided
- Must Bring:** All vendors must bring their own display items for the event (table, chairs, etc.)
- Rentals:** You can rent tables for \$25, a black table cloth for \$10 and chairs \$5 ea.
- Overnight:** Vendors may leave their display overnight. Leave no valuables in your space overnight.
- Electricity/WiFi:** Electrical is available for an additional fee. See the utility form.
WiFi is available to the public at the Galleria.
- Tear Down:** Start immediately after the event ends Sunday at 4:00 pm.
All vendors must be moved out by 6:00 pm.
- Parking:** Self Parking is free in all mall lots
- Food:** There are numerous restaurants in the food court, located on the 2nd floor by Dicks Sporting Goods
- Marketing:** **Do what you can to help promote the event.**
List the event on social media, invite customers, send emails to databases, etc.
• Link your social media pages to: <https://www.proexpolv.com/home-show>
- Security:** **Mall 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 Galleria are not responsible for lost, damaged or stolen items.

Vendor load-in Bay 8



RENTAL ITEMS

Order deadline: 5 days prior to the event.

Event Name: _____

☐ EZ Up Tent(s) _____ Booth# _____ \$40 ea

☐ Extra Table(s) _____ Booth# _____ \$25 ea

☐ Table Cloth(s) _____ Booth# _____ \$10 ea

☐ Extra Chair(s) _____ Booth# _____ \$5 ea

☐ Electricity _____ Booth # _____ \$50

- Vendor must bring an extension cord & power strip

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