

VENDOR SETUP INSTRUCTIONS

Location: Silverton Casino - Veil Pavilion
3333 Blue Diamond, Las Vegas, NV 89139
Catering Department: (702) 914.8569

Dates of Event: Monday, October 28, 2019 from 10:00 am to 3:00 pm

Vendor Setup: Setup is Monday, October 28, 2019 from 8:00 am to 10:00 am
Event doors will be closed at 9:50 pm.

Vendor Entrance: Vendors should come in the Veil Pavilion on the 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: Monday afternoon, October 28, 2019 from 3:00 p.m. to 5:00 p.m.
All exhibit material must be removed from the Veil Pavilion by 5:00 p.m.

Exhibit Space: Table top spaces 8' x 8' and include one 8' 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 one week prior to the event.


Shipping: For Pre or Post shipping contact the Suncoast Catering Department: (702) 914.8569.

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 Monday morning check in.

Lodging: The Silverton Hotel has rooms available at: silvertoncasino.com

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

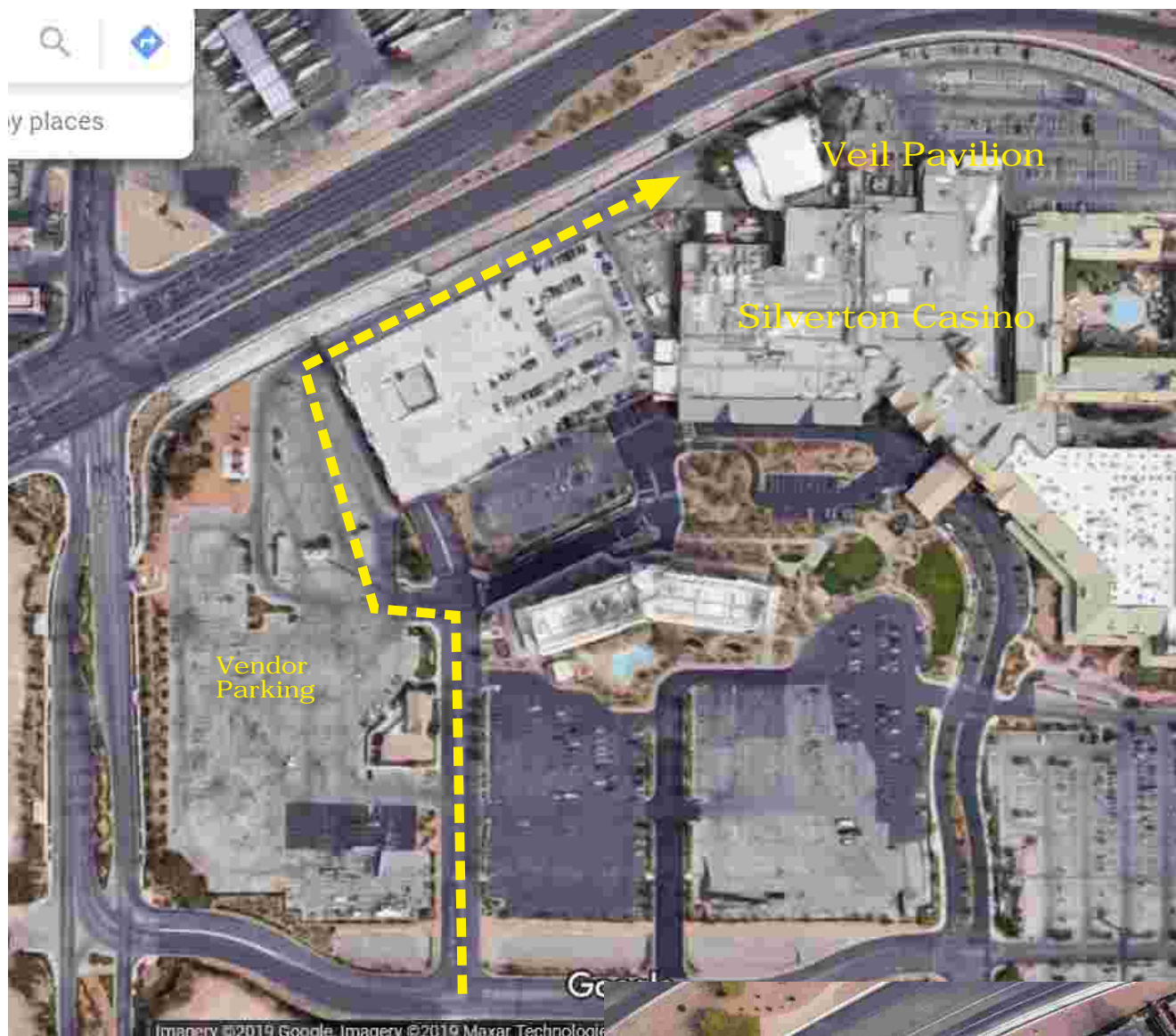
Food: Pro Expo will provide a continental breakfast.
There are also several restaurants inside the Silverton Casino available for lunch.

 **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 email invitations for the event, contact Pro Expo (702) 331-1350.

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.





Silverton Casino - Veil Pavilion

3333 Blue Diamond Rd. LV, NV 89139

Load-in: Monday, Oct. 14th, 8 am - 10am

- Vendors unload outside the Veil Pavilion behind the Silverton Casino.
- Event Greeters will be onsite to direct all vendors to their reserved spaces.
- Please bring your own carts/dollies



NO PARKING IN THE LOADING DOCK

Vendors must unload at the loading dock and then park your vehicle in the lot.

UTILITY ITEMS

Order deadline: 5 days prior to the event.

1

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: _____

2

Company: _____

Address: _____

Contact: _____

City: _____ State: _____ Zip: _____

Booth# _____

Phone: _____

Credit Card ☐ VISA ☐ MC ☐ AMEX ☐ Discover

Card # Exp. -

Security Code

Card Name: _____ Signature: _____ Date: _____

By signing you agree that this is a non-cancelable contract and must be paid in full regardless of event participation. All credit card balances will be charged the day of the event. If 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.

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Fax completed contract to: (702) 331-6050

Or scan & email or take a picture & text to: **Info@ProExpoLV.com**

Or mail to: **Pro Expo 8515 Edna Ave. Suite 260, Las Vegas, NV 89117**



(702) 331-1350

Insert a company promotional item in the goody bag

There is no cost to vendors



Insert a company promotional item in the Goody Bags that are handed out at the entrance. To get into the goody bag just fill out this form and send it back to us. Bring 100 items to the event by 9:00 am. *Promotional items only, no business cards or flyers.*

☐ **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.**

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: _____

Fax completed contract to: (702) 331-6050

Or scan & email (or) take a picture & text to: **Info@ProExpo.vegas**

Send payment to: <https://www.paypal.me/ProExpo>

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

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EVENT MANAGERS AND PRODUCERS

702 x331x1350