

Vendor Setup Instructions

Location: **Galleria At Sunset Mall** - (702) 434-0202
1300 W Sunset Rd, Henderson, NV 89014
Held in the Kohls Court



Only two vendors per table

Event Dates: Saturday, May 29th: 11:00 am - 4:00 pm
Saturday, November 6th: 11:00 am - 4:00 pm

Setup Hours: **Saturday morning from 10:00 am to 11:00 am**
Enter through **Bay 9**. See diagram on the next page

Floorplan: <https://www.VeteransExpo.vegas>

Check-in: A registration booth will be setup inside the event.
Exhibit badges will be handed out during the morning check in.

Exhibit Space: 8 x 8 space, includes one 6' table and 2 chairs



Must Bring a Table Cloth
Standard: 90" x 132"

Rental table cloths
available for \$10

Table Cloths: All vendors must bring a table cloth for a 6' table.
The standard 6' table size is 90" x 132"
6' Box table cloth rentals are available for \$10

Covid Regulations: Only two (2) 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.

Tear Down: Start immediately after the event ends Saturday at 4:00 pm.
All vendors must be moved out by 6:00 pm.

Marketing: **Do what you can to help promote the event.**
• List the event on social media, send email, invite customers, etc.
• Link your social media promotions to: <https://www.proexpolv.com/veterans-expo>

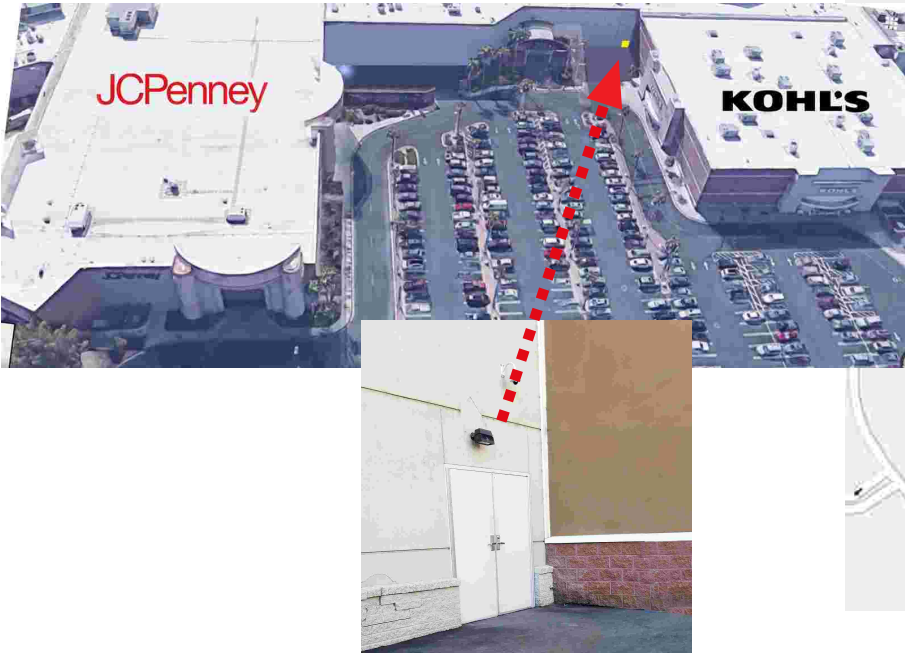
Parking: Self Parking is free in all lots

Food: There are numerous restaurants in the food court.

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 9 Service Doors

Galleria Security:
(702) 340-5520



Bay 9 Service Doors

