

50^{PLUS} Festival

VENDOR SETUP INSTRUCTIONS

Event Location: **Palace Station Casino - 2nd Floor Ballroom**
4111 Sahara Ave. Las Vegas, NV 89102
Catering Department: (702) 367-2411

Event Dates: Friday, May 19, 2023 - 10:00 am to 2:00 pm

Setup Time: Set up times are from 9:00 am to 10:00 am

Floorplan: Visit the website at www.FiftyFest.org

Vendor Tear Down: Tear down begins at 2:00 p.m. to 3:00 p.m. All exhibit material must be removed by 3:00 p.m.

Vendor Entrance: Vendors use the main entrance and follow the signs to the Railhead Room
Event escorts will direct you to your vendor space. Please bring your own carts/dollies.

Vendor Check-in: A registration table will be setup at the entrance of the event from 9 am to 10 am.
Vendor badges will be distributed during the event check in.
Space includes an 8' x 8' tabletop spaces with one 6' skirted table and two chairs.

Rentals: There is a \$50 fee for electricity. Order deadline is one week prior to the event.
Electric is available only at spaces against the outer walls.
Additional tables \$25, table cloth \$10, chair \$5. Vendors can bring in additional tables & chairs.

Marketing: **A GOOD ATTENDANCE HELPS EVERYONE**
• Post the event on your social media pages.
• Link any graphic to: <https://www.FiftyFest.org>

Contact: Local Events: 702-331-1350 - Info@localEvents.vegas

Use the Welcome Bags, It's Free to Vendors

Just fill out this form, send it back to us and bring 100 promotional items to the event by 9:00 am.

Yes, we'll add a promotional item to the event welcome bag.

- Bring 100 items the morning of the event by 9:00 am
- Promotional items only, no business cards or flyers.



Item: _____
Description of the goody item

Company _____ Table # _____

Contact _____ Address _____

Phone _____ Email _____

1. Fax: (702) 331-6050

2. Email: Scan (or) picture to: Info@LocalEvents.vegas

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

LOCAL EVENTS.VEGAS

(702) 331-1350