

# VENDOR SETUP INSTRUCTIONS

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[www.FiftyFest.org](http://www.FiftyFest.org)

- Event Location:** Green Valley Ranch Casino - Grand Event Center  
2300 Paseo Verde Parkway, Henderson, NV 89052  
Catering Department: (702) 617-7718
- Event Dates:** Friday, April 8, 2022 from 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](http://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 Grand Event Center  
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.  
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 the graphic to: <https://www.FiftyFest.org>
- Contact:** Local Events: 702-331-1350 - [Info@localEvents.vegas](mailto:Info@localEvents.vegas)



There is no fee to vendors for use the welcome bags.  
Just fill out this form and send it back to us. 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. **Email:** Scan (or) picture to: [Info@LocalEvents.vegas](mailto:Info@LocalEvents.vegas)
2. **Mail:** Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117
3. **Fax:** (702) 331-6050

LOCAL EVENTS VEGAS  
(702) 331-1350