

# VENDOR SETUP INSTRUCTIONS



**Event Location:** Santa Fe Station Casino - 2nd Floor Ballroom  
4949 N. Rancho Dr. Las Vegas, NV 89130  
Catering Department: (702) 658-4900

**Event Dates:** Friday, April 14, 2023 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 second floor ballrooms  
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. Fax: (702) 331-6050
2. Email: Scan (or) picture to: [Info@LocalEvents.vegas](mailto:Info@LocalEvents.vegas)
3. Mail: Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

**SeniorExpo**  
(702) 331-1350