

# VENDOR SETUP INSTRUCTIONS



**Event Location:** Suncoast Casino - Grand Ballroom, Second Floor  
9090 Alta Ave. Las Vegas, NV 89145  
Catering Department: (702) 367-7090

**Event Dates:** Thursday, October 13, 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 Ballroom on the second floor  
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

