

VENDOR SETUP INSTRUCTIONS



Event Location: Santa Fe Station Casino - Paseo Room
4949 N. Rancho Dr. Las Vegas, NV 89130
Catering Department: (702) 658-4900

Event Dates: Saturday, September 9, 2023 - 11:00 am to 3:00 pm

Setup Time: Set up times are from 10:00 am to 11:00 am

Floorplan: Visit the website at www.VeteransFestival.org

Vendor Tear Down: Tear down begins at 3:00 p.m. to 4:00 p.m.
All exhibit material must be removed by 4:00 p.m.

Vendor Entrance: Vendors use the main entrance and follow the signs to the Paseo Ballroom
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 10 am to 11 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 it to: <https://www.VeteransFestival.org>

Contact: Local Events: 702-331-1350 - 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 10:00 am.

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

- Bring 100 items the morning of the event by 10:00 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
2. Mail: Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117
3. Fax: (702) 331-6050

