

# Las Vegas' Largest Mixer Exhibitor Set-Up Information

Thank you very much for your participation at Las Vegas' Largest Mixer. As you might know, we are expecting about 1500 people. These guidelines are needed to make load-in and load-out go as quickly and smoothly as possible.

## **Parking**

For the nearest parking lot to the ballroom, please use the south parking structure located across from the neon bingo sign attached to the Texas Hotel & Casino. If you're heading north on Rancho, you can access it from the first hotel entrance on your right.

## **Set-Up Location, Date & Time**

- Event location: Texas Station Hotel & Casino, 2101 Texas Star Ln., North Las Vegas, NV 89032
- Set-up date and time: Thursday, September 20, 2018 from Noon to 3:00 p.m. **EXHIBITOR CHECK IN WILL CLOSE AT 3:30 PM**
- All booths must be set up by 3:30 p.m.
- If you do not arrive before 3:30 p.m., you will forfeit your booth space and table fee.

## **Set-Up Procedure**

- After you park, proceed to the hotel and walk through the hotel registration area to the conference center which is where the ballroom is located. Bring a dolly or handcart to make this process easier. Dollies and manpower will NOT be available on site.
- At Exhibitor Check-In, you will receive a wristband that you must wear throughout the course of the event as ushers will need to see it in order to let you back into the exhibit area at any time during or after the event.

## **Your Booth Location**

- Your booth space will include one 6' table, a black tablecloth, and two chairs.
- If you purchased the Standard Networking Package, your booth size is 8' wide by 5' deep. The Bonus, Premier and Ultimate Networking Packages are 10' wide by 8' deep.
- Your booth number will be available on the day of the event at the Exhibitor Check-In area.

## **Exhibitor Passes & Extra Tickets**

- We will not mail out your exhibitor passes. The number of tickets corresponding with your exhibitor package will be available when you arrive at Exhibitor Check-In the day of the event.
- Every person working at your booth will need a ticket to enter the event.
- If you need more tickets than are included in your exhibitor package, you can purchase those tickets at the discounted rate of \$15 prior to the event by calling 702.690.9718. The discounted ticket price will not be available the day of the event.
- If you purchased extra tickets, they will be held under your company name at Exhibitor Check In.

## **Balloons**

Spice up your booth with colorful and unique balloons! Order now from our official balloon sponsor, [The Event Entertainment](#). Give some thought to your booth presentation BEFORE you arrive. Balloons are an attractive and easy way to stand out from the crowd!

## **Giveaways**

Why not make a spectacular presentation at your booth AND have a giveaway? [Demi's Gift Baskets](#) can help you achieve both! She is offering a discount for the LV Mixer only so don't delay! We are not able to announce winners, but having a giveaway gives people another chance to stop back by your booth!

## **Table Linen**

- Each tabletop will be supplied with one black table linen. At the end of the event, please leave your linen on your table. If your linen is missing, the replacement cost will be charged to your business in the amount of \$40.

## **Pipe & Drape**

- There is NO pipe and drape at the event, meaning, there is no backdrop to hang a banner. You may rent a pipe and drape backdrop (8' x 8') for \$40 by calling our office at 702.690.9718.

## **Electricity & Internet**

- Exhibitors that order electricity in advance will have one 20-amp circuit which is equivalent to a household outlet.
- If you require additional power, please contact us ASAP. All power must be ordered before September 15th. The fee for power is \$85.
- Internet will be available for purchase the day of the event for \$25 per device.

## **Distributing Food**

- If you would like to distribute any food item at the event you will be required to get a health permit for a fee. For example, this includes anyone placing cookies or brownies on a platter. If you bring food for distribution without receiving the necessary permit, show management will not be held responsible for the outcome of not complying. Please call our office for health department information. Please do not call the health department directly.

## **General Rules**

- Exhibitors may not distribute stickers, bottled water, or any other beverage.
- Hanging of any banners or posters on the walls is prohibited.
- Feel free to offer "giveaways" or other prizes at your booth. We will not, however, be able to announce winners during the Mixer itself.
- Covered canopies (EZ-UP, etc.) are NOT allowed inside the building.
- Emergency Number: If you have any problems the day of the event, please call the event line at 310.862.2878.

Thank you for your participation and support!

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