



EXHIBITOR CHECK LIST

Vendor will be responsible to advise exhibitor (s) of the following procedures:

1. **Group Contact Person will coordinate with Exhibitor (s) for all set-up and breakdown of exhibit area.**

2. **Table/Chairs:**

One Table with two (2) chairs will be assigned to each exhibitor.
Additional Cost for Table (s): \$25.00 ++ per table, per day.

3. **Audio Visual Equipment, Extension Cords, Easels and Carts:**

All exhibitors are responsible for bringing in their own cords, easels and carts.
(*) Cost of rental from Hotel: Extension Cords: \$10.00 ++ per day
Easels: \$12.00 ++ per day
Cart: \$25.00 ++ per day

Note: (*) Exhibitors will have to submit Credit Card for rentals, if not returned, Hotel will charge retail price of item (s) on credit card.

4. **Phone Lines:** Group Contact Person will coordinate with Exhibitor (s) prior to event to contact the Catering Office to set-up phone lines accordingly. There will be a charge of \$150.00 ++ plus all long distance calls (This is a standard phone line (not high speed). Credit Card must be submitted.

5. **Shipping of Packages:**

All packages for meetings and/or functions must be addressed/labeled as follows:

Sam's Town Hotel & Gambling Hall
Attn: Catering Department
5111 Boulder Highway
Las Vegas, NV 89122
(GUEST'S /GROUPS NAME AND DATE OF EVENT)

Group Contact Person will coordinate shipping with Exhibitor's for all incoming and outgoing packages.

We are unable to accept any package earlier than seven (7) days prior to event. Packages weighing more than 70 pounds cannot be accepted unless prior arrangements have been made through the Catering Department. There will be no charge for packages weighing up to 70 pounds. Packages over 70 pounds will be charged \$25.00 per package and must be **PREPAID IN FULL**. All packages will be delivered to the Vendor's room on date of set-up.

Outgoing Packages:

Exhibitor will be responsible for sealing, labeling with own authorized code, and to make arrangements with carrier for pick-up of package (s). They will notify the Catering Office once arrangements have been made.

NO C.O.D. FOR ALL INCOMING OR OUTGOING PACKAGES WILL BE ALLOWED.

Note: ++ (8.10% Sales Tax and 18% Set & Strike Fee)