

# VENDOR PACKET

PAMPER ME PRETTY GIRL FASHION/BEAUTY SHOW

**In this packet are the following: load instructions, terms and details of the show. Please read through it carefully!**

Terms

Vendor Details

Load Instructions

## Terms

All booths must be paid for no later than 30 days prior to the show. A booth is not reserved until payment is completed.

We accept commercial vendors, however, we reserve the right to limit commercial vendors at our discretion.

All booths are on a first-come, first-serve basis.

Once payment is received, there are no refunds for any reason, if you fail to make the show, you will not receive a refund. If you are unable to make the show, we encourage you to find a replacement or notify us well in advance and we will attempt to replace your booth and remit the payment back to you.

If you (or we) are unable to fill your booth, there will be no refunds under any circumstance.

All vendors must comply with the rules of the casino and respect other vendors. We are not responsible for any damages or liability arising out of your participation in this event.

We do not guarantee attendance or sales.

## Vendor Details

### PAMPER ME BUCKS

Admission for attendees to the show is \$5 (proceeds benefit My Drama My Ministry, a nonprofit organization that helps youths) Upon admission, attendees will receive \$10 in Pamper Me Bucks which they can use to purchase products from vendors.

*Vendor participation is optional, but HIGHLY encouraged.*

You may opt to take as many Pamper Me Bucks from a customer as you deem fit. In other words, you may limit the number of Pamper Me Bucks you accept to as little as 1 and up to 10 per purchase. The Pamper Me Bucks have **no cash value** and are **not redeemable** for cash by the promoter.

The Pamper Me Bucks are solely to encourage attendees to spend money with YOU! You may raise your prices slightly prior to the show to offset the discount you give through the Pamper Me Bucks program.

You may also limit the Pamper Me Bucks to purchases over a certain dollar amount. For example, let customers know that there is a \$10 minimum and you accept only 2 Pamper Me Bucks per \$10 purchase. It is solely in the vendors discretion on how to utilize the Pamper Me Bucks, however, it will encourage sales with customers if you are creative!

### **SAVE THE PAMPER ME BUCKS!**

At the end of the show the 3 vendors that have the most Pamper Me Bucks will each receive \$50 CASH.

### **PORTERS**

Porters are available at the show and they will assist you with loading, unloading, and if you need to take a bathroom break, you may request a porter to watch your booth. Porters also will bring food if you wish to order from the restaurants. **PLEASE NOTE:** Porters are NOT Palace Station staff, they are hired by the promoter to assist vendors throughout the show. PORTERS work for tips, so you are encouraged to treat them fairly.

If you have any questions during the show, you may call or text Jon at 702 630 7784.

## **Load Instructions Palace Station**

Please follow these recommendations to make your load-in and load-out quick, easy and stress-free!

### ***Before you Arrive***

LOAD-IN TIMES: You MUST text or email your desired load-in time.

Saturday – 5am, 6am, 7am, 8am

Pack an extension cord and a power strip. There are electrical outlets throughout the ballroom; however, you may need to link up together with others to reach your booth.

Please pack your merchandise securely to avoid any mishaps in handling. We are not responsible for damages in transit to or from the ballroom.

If you have a dolly, cart or other carrier, please bring it. We may NOT have a dolly available!

Porters are available at the dock to assist if you need, Please be patient as the porters are assisting all vendors. Bear in mind porters are working for tips.

### ***When You Arrive***

There are 3 load in options. Please select the one that suits you best for loading, if you are unsure, the recommended load in is option 3.

#### **Option 1 (front self-load)**

Park your vehicle in the east lot (as indicated in fig 1.) And proceed toward the front entrance as indicated by the Green Arrow in fig 1. There is a ramp inside the door to take your merchandise down. At the end of the ramp, turn right towards the poker room and take the elevator upstairs. If you do not

require the use of the elevator, you may also use the escalator directly forward of the ramp.

### **Option 2 (front dock)**

Proceed along the red arrows in fig 1. DO NOT PARK along the street in front of the Casino. Proceed to the end of the driveway and park straight in. ONLY 3 cars may park here at a time, so please park, unload and immediately move your car. You will unload your merchandise into the staging area, then park your car in the west or east lot. Do NOT leave your car here. If there are more than 3 cars in this area, please proceed to the west or east lot and wait until there is room for you to park. It is VERY important that we do NOT create a traffic jam in front of this area.

### **Option 3 (rear dock) See detailed directions at the end of this document.**

Follow the **yellow** arrows in fig 2. Proceed on Teddy Drive to the stoplight, turn left onto Kings Way. At the first left (after the garage) proceed down the driveway towards the dock. Once inside the dock area park to the RIGHT (see fig. 3) and unload your merchandise in the staging area (see fig. 4). Do NOT leave your car here, once you unload, immediately move your car to the parking area in the east or west lot. Re-enter the casino at the valet area, walk straight past the gift shop, down the steps and proceed straight towards the courtyard exit. Once outside, the dock is to the left. Enter the dock area to take your merchandise into the elevator and to the showroom (see fig. 5- fig.10).

It is important you do NOT park your car anywhere except the designated parking lots. If you park your car at the loading areas or the street in front of the casino, security will tow your vehicle.

The Elevator is operated by Palace Station Staff, You must follow the directions of the Elevator Operator. No other persons are permitted to operate the elevator.

If you have a cart, Please bring it, we may not have carts available.

ALL vendors must be checked in before proceeding to their assigned booth.

## ***Set Up***

You booth assignment will be given by the promoter when you check in. Vendors may not switch booths. DO NOT remove a table or chairs from neighboring booths!

Set-up time is from 5:00am until 8:30am. We ask that all vendors have their booth ready by 9:00am. The doors will open at 9:00am.

Your booth is equipped with a table and 2 chairs. Extra tables are NOT available.

You may bring your own tables, gridwall, displays, etc. All merchandise, fixtures (including tables and chairs), and signage must be confined within the parameters of your booth. Anything set outside of the booth area poses a safety risk, please do not place anything outside of your booth.

## ***Casino Amenities***

Palace Station has many easy amenities to accommodate all vendors. If you have a question about the casino, please direct your inquiries to Pamper Me Pretty Staff.

**Bathrooms** – The bathrooms are located directly across the outside of the showroom. Additional

bathrooms are located on the first floor.

### **Food-**

The buffet is located directly next to the showroom. If you have a players card the price of the buffet is between \$6-\$9 per person. Casino staff is available on the floor to register you for a players card.

On the first floor is

Subway- take the escalators downstairs and immediately turn left; Subway is on the left wall. Sandwiches; average price is \$6; take out is available

The Grand Cafe – take the escalators downstairs, turn right and follow through to the table games area. Then turn right and head towards the hotel registration area. Grand Cafe is located on the right before the stairs to the registration area. Typical American fare; average price is \$7; take out is available

Starbucks - take the escalators downstairs, turn right and follow through to the table games area. Then turn right and head towards the hotel registration area. Pass the Grand Cafe; take the steps up and turn right. Starbucks is located on the left.

Cabo - take the escalators downstairs, turn right and follow through to the table games area. Pass through the tables games area and Cabo is located directly in front of you after the table games. Typical Mexican fare; average price is \$8; take out is available.

**Vending machines are located just past Subway.**

**Gift Shop** – The gift shop is located near the front desk registration area, just past Starbucks. Take the escalators downstairs, turn right and follow through to the table games area. Then turn right and head towards the hotel registration area. Pass the Grand Cafe; take the steps up and turn right. Proceed up the steps and the Gift Shop is located to your left.

**ATM** – ATM machines are located throughout the casino. The closest machines are at the bottom of the escalator. Walk forward and turn right in the first aisle. Two machines are located there. The ATM's also provide bill breaking, down to \$1 bills. If you need coin change, please go to the casino cage located at the far left of the casino floor near the Bingo Room.

**Internet Access** – Palace Station provides two options for internet access. The free option is a limited and slower access but may accommodate you for credit card transactions. The second option is a pay option; go to [sclv.com](http://sclv.com) on your device and login. You will be offered the option to pay (current fee is \$50 for 24 hours access)

### ***Load-out***

The load-out will work essentially in reverse of the load-in.

The show closes at 5pm; Vendors are not permitted to pack early. First, take your merchandise to the staging area outside at the loading dock, THEN, get your car. You are not permitted to park in the load areas.

Bear in mind, the buffet is directly next to the showroom, and a dinner crowd is expected.

If you need any help with load out, please ask a porter to assist.

## **Lost and Found**

If you have lost something, please proceed to the front registration area located inside the foyer. All found items will be held there until the end of the show.

If you find something, please turn it over to staff, porters or bring it to the front registration area inside the foyer.

If you lose something inside the Casino, please go to the security booth located near the Casino cage at the end of the table games area. Security will assist you.

## **Additional Information**

During the show, if you need assistance please let a porter know. If you have an urgent need, you may call Jon 702 630 7784. If you have a situation which requires security or emergency personnel, immediately call Jon. If you have questions prior to the show, call or email [jon@pampermeprettygirl.com](mailto:jon@pampermeprettygirl.com)

Show promoters, staff and porters, casino staff and management are not responsible for any damages, incidents or losses incurred by vendors. If you have any concerns, please direct your inquires to Jon.



*Fig. 1*

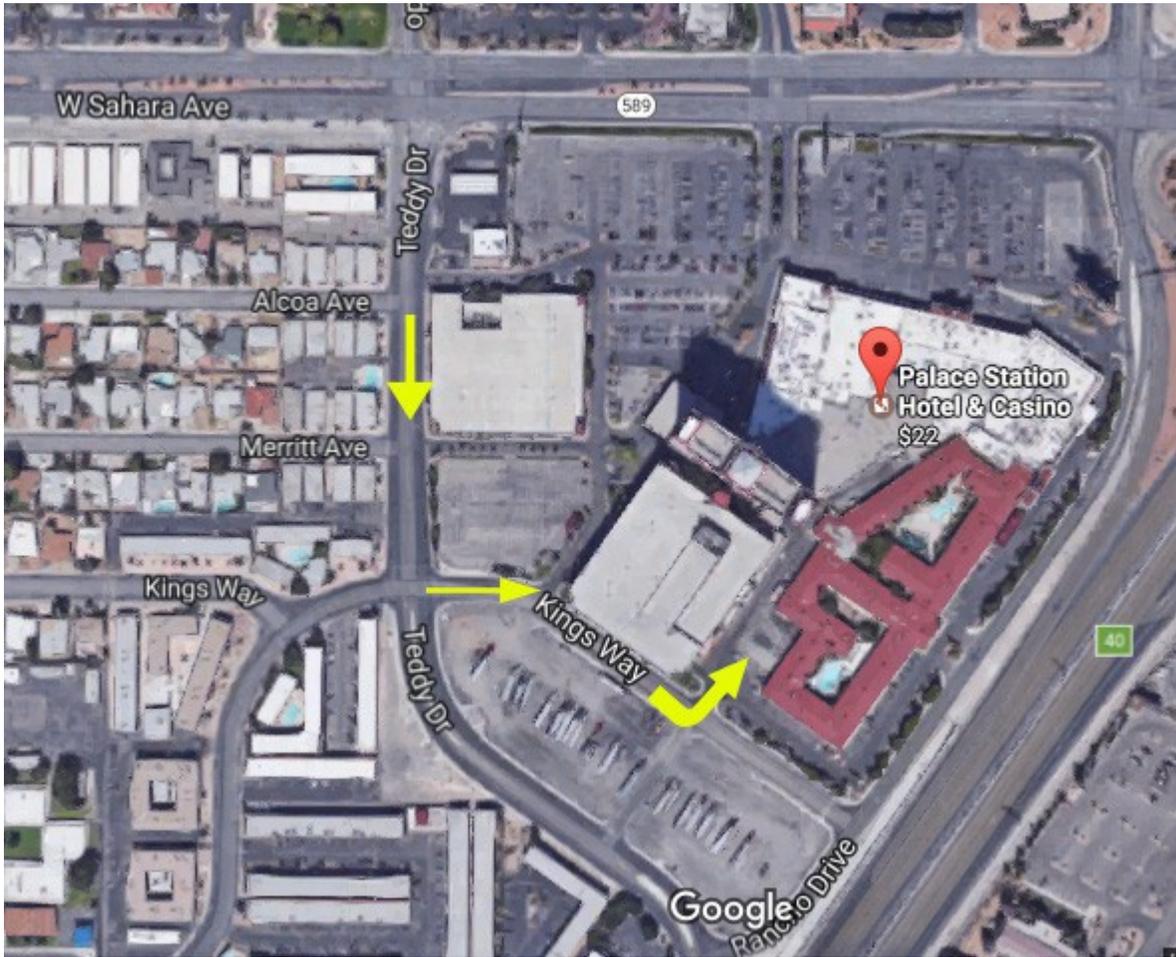


Fig. 2

*After entering the dock area, park as indicated by the green arrow in fig 3.*



*fig. 3*

*UNLOAD your merchandise in the STAGING area (see fig. 4), THEN move your vehicle to the parking area.*



*Fig. 4*

*When you return to the dock area,  
Take your merchandise down the corridor towards the ramp as indicated by the red arrow in fig. 5.*



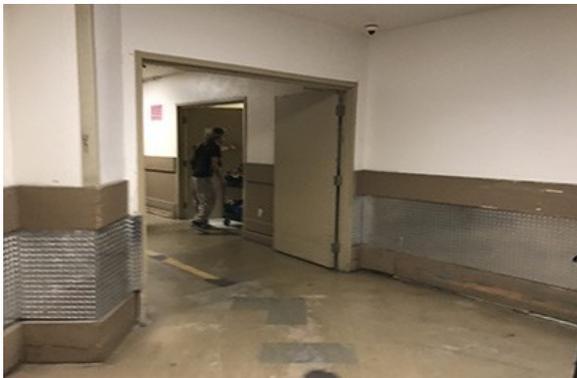
*fig. 5*

*Proceed up the ramp to the elevator. (see fig 6.)*



*fig. 6*

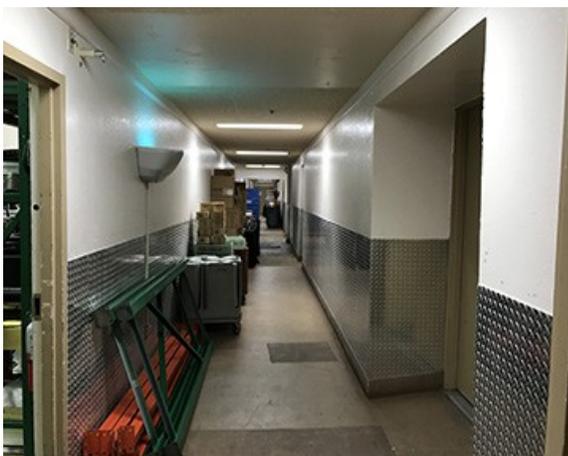
*Enter the elevator. The elevator is manned by Palace Station staff ONLY. Please follow the directions of the elevator operator. Once you arrive on the second floor, proceed left, make the first right down the hallway, turn left and then enter the showroom through the double doors. (see figs. 7-10)*



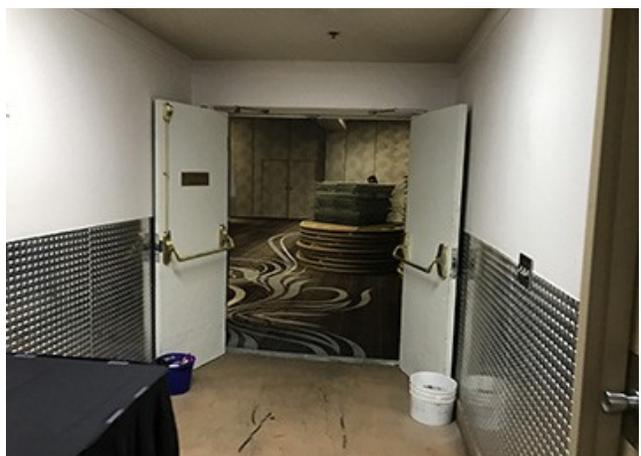
*fig. 7*



*fig. 8*



*fig. 9*



*fig. 10*