



Vendor Setup Packet

We are excited to have you at our event. Here is a breakdown of all that you need to know!

Friday: Open at 10am for Vendor setup, Closes at 8pm

Saturday: Open at 8am for Vendors (Minor setup, no major booth setup), Closes at 6pm

Sunday: Open at 8am for Vendors (Minor setup, no major booth setup), remove and breakdown booths begin at 6pm, and the convention doors will close at 12 midnight.

No Wifi is provided for any vendor. We have tables and chairs provided free of charge for convention use if needed. We do not supply any tablecloths or linen. All Vendors are expected to maintain a clean space throughout the event, along with making sure it is staffed at all times.

Setup

Vendor Setup will be from 10am-8pm Friday December 1st. Loading dock will be located directly behind the convention main entrance. Make sure before unloading, to obtain your credentials and booth space by entering the convention through the rear doors and heading to the Vendor Information Booth.

Removal & Breakdown

Vendors may start to break down booths on Sunday at 6pm once the convention is completed and all guests have left the building. You will have until midnight to remove all items, and clean the booth in the same way that you received it.

Convention address:

Waco Convention Center
100 Washington Ave.
Waco, Texas 76701

FOR EMERGENCY ISSUES ONLY:

Do not call for directions, or any vendor booth information please.

Please contact: 702.690.6303