



2025 EXHIBITOR SET-UP GUIDELINES

Please read the following very important information...

Set-Up Days: Monday, Feb 17 and Tuesday, Feb 18, 2025 – 8:00 am to 6:00 pm.

You may stay past 6:00 PM if you are inside the hall. The doors will shut and lock at 6:00 PM. Security will be roaming the hall. Lights out at 11:00 pm.

- 1. LAS VEGAS EXPO** – The official Drayage Contractor (Union labor) will assist you with all your freight handling needs. The Exhibitor Service Manual can be found on the Resources tab of the exhibitor portal. Important Note: Items left on the exhibit hall floor after 12:00 p.m. on Saturday, Feb 22 will be picked up by Las Vegas Expo at the OWNER'S EXPENSE or donated to charity. If you plan to use services provided by LVE, please make sure you read the exhibitor service manual carefully. **Please, DO NOT send show materials to The Expo at WMCLV, as they do not have space for packages and there will be a service charge.** FREE FREIGHT: Each 10' x 10' booth space is entitled to 200 pounds of billable freight paid for by ToyFest. You must group packages together!! Please refer to the Exhibitor Service Manual for full details.
- 2. UNLOADING DOCK** – is on W. Symphony Park Ave. (It is the driveway west of the parking garage). On set-up days, the line for unloading all vehicles will be on a first-come, first-serve basis only. The loading dock will be open from 8:00 a.m. to 6:00 p.m. Vacate unloading area as soon as possible to make way for others. Parking in the garage will be free of charge.
- 3. CART SERVICE** – will take place at the Unloading Dock. Exhibitors may deliver show materials in their personally owned vehicle (POV) - 200 pounds max from 8:00 a.m. to 6:00 p.m. on set up days from 6:00 p.m. to 10:00 p.m. during load out. Entire load must fit on one 2 ½' x 5' cart. Round trip cart service is \$185.
Free Cart Service: ToyFest will provide free cart service between the hours of 10:00 a.m. – 2:00 p.m. during load in and during load out on between 7:00 p.m. – 10:00 p.m. Guidelines listed on page 5 and 20 of the Exhibitor Service Manual.
- 4. EXHIBITOR BOOTH** – Reminder that each booth is 10' wide and 10' deep and will consist of a draped 8' high back wall and 3' high side walls. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Please refer to the Booth Regulations found on the Resources page of the Exhibitor Portal for more details.
- 5. BOOTH CLEANING** – All exhibitors will be responsible for keeping the floor clean in their booth(s) on show days. The booths will be cleaned before the show opens. If additional daily cleaning is needed, please complete and submit the Booth Cleaning Order Form found under the Resources tab in the Exhibitor Portal, or you may wish to clean the booth yourself by using a hand sweeper or a small battery-operated vacuum.



ToyFest & Game Days are produced by the
Western Toy & Hobby Representatives Association
PO Box 14874, Long Beach, CA 90853 • 833-TOYFEST (833.869.3378)
info@toyfestus.com • www.toyfestus.com

6. **FREE FURNITURE** – On page 8 of the Exhibitor Service Manual is the Free Furnishings Order Form that is to be completed and submitted by the due date. Please let Las Vegas Expo know whether you need furniture or not. Orders received after the listed deadline date may be subject to additional charges of \$125.00 per 10' booth.
7. **EDLEN ELECTRICAL ORDER FORM** – For outlets and extra lighting in your booth(s), please complete and submit the Edlen Electrical Order Form found in your online Exhibitor Portal.
8. **NAME BADGES** – To order your exhibitor name badges, please complete the Booth Staff tab in the exhibitor portal. **Please pick up your badges from the Registration Desk** just outside the entrance of the South Hall. No one will be allowed in the exhibit hall or showrooms without a name badge. **To all reps ordering badges for your manufacturers: PLEASE** submit badge names for all your vendors. This will prevent having to manually enter it at the registration counter.
9. **REP VENDOR LISTING** – If Reps would like to list vendors on the floorplan, please enter them in the company description section of the Exhibitor Portal under the TASKS tab. To be listed in the show directory, please download the vendor line template in tasks tab, fill it out and upload it into the task. **Please make sure spelling is correct, as all lists will be sent electronically to the printer for the show directory.**
10. **FREE UNSECURED WI-FI IN EXHIBIT HALL** – If you need secured wifi to place credit card orders, you will need to order that directly from the WMCLV. Please download the IT Service Order Form from the Resources tab in the Exhibitor Portal.
11. **2025 EXHIBITOR CONTRACT** – It is imperative that all exhibitors read the Booth Regulations in the Resources tab of the Exhibitor Portal prior to show set-up. **Just a reminder that children under 16 are not allowed in the exhibit hall during set-up and teardown days. No exceptions.** Reps: Please pass this on to your manufacturers that will be working the show.

Please take the time to read all the information found in your online EXHIBITOR PORTAL prior to the show, especially new exhibitors. If you forgot your password for the exhibitor portal, you can use the lost password tool.

Thank you,

Carrie Scanlan, Show Director
ToyFest
info@toyfestUS.com
1+833-TOYFEST (833.869.3378)



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