

EXHIBITORS' GUIDE

VENDOR TRADE SHOW INFORMATION AND DEADLINES

Thank you for your partnership and participation in our annual Trade Show. Enclosed in this packet is information you will need as an Exhibitor. Please read this information carefully and pay close attention to deadlines. For questions, please reach out to Marketing@CapitolDist.Com or visit our website: <https://capitoldist.com/ts-vegas-2026/>

VENUE LOCATION

The South Point Hotel & Casino, 9777 Las Vegas Boulevard South, Las Vegas, NV

BOOK YOUR HOTEL ROOM

Our Host Hotel for the 2026 Trade Show is the South Point Hotel Casino and Spa in Las Vegas. We have a special rate at this hotel for all our customers and vendors attending, and your room will be a quick walk to our Trade Show. The dead line for this rate is **Friday, January 23, 2026**, so please reserve your room as soon as possible [HERE](#).

EXHIBITOR MOVE-IN & MOVE-OUT

Exhibitors may set up booths on Wednesday, February 11th, 9:00 am to 5:00 pm. If you need to unload through the loading docks, please access Arena Loading Dock and the 2nd Floor Roll-up door. Exhibitors are required to remain set-up during the show until tear down time of 5 pm.

ON-SITE REGISTRATION

When arriving for the show, please visit the Capitol Distributing registration desk for check-in. Our team will be there to direct you to your booth. Your name badge and other instructions will be located at your booth.

SMOKING/VAPING

Absolutely no vaping is allowed within the Trade Show. Please be sure you only smoke/vape in designated areas.

TRADE SHOW SAMPLES

Samples can be shipped into Capitol for the show, but must be properly labeled, indicating it is for LAS VEGAS TRADESHOW. If you choose to ship in samples for the show, the **Sample Request Form** must be completed and submitted to Marketing@Capitoldist.com.

Handling fees for vendors will be \$400 per manufacturer and will include any request to pull items from our warehouse, transfer items to the show, and unload items to your booth. There will be no weight or amount of sample restrictions for this amount. This is only for samples and does not include equipment transfers. All samples must be received into Capitol Distributing warehouse by **January 26, 2026**.

Excess product samples still fit for consumption can be donated back to Capitol if you choose and should be packed and stacked neatly on your booth table or just outside your booth in the aisle. All excess samples should be labeled using the labels left in your booth. For any questions regarding samples, please contact [Cori Ballard](#).

THURSDAY, FEBRUARY 12TH
THE SOUTH POINT HOTEL AND CASINO, LAS VEGAS



**WILD
WEST**
Trade Show





TRADE SHOW APP:

HOW TO REGISTER AS A VENDOR:

Once we receive your final signed marketing program or a la' carte option for the Trade Show, you will be pre-registered in the Trade Show app as a Trade Show vendor. You will need to finalize your registration in the App. The Trade Show App can be found at: <https://tradeshow.capitoldist.com>. Please reach out to Marketing@CapitolDist.com if you have not received your login credentials.

- **Trade Show App – How to use guidelines** – For those who are new or need a refresher on using the app (Attached)

NEW ITEM PROCESS:

IMPORTANT – Do NOT set up new items in the system!

- When flagging items in the Trade show App, if you do not see your item listed, it is probably new or discontinued. Do not try to set up any items that are not listed. A new item will need to be reviewed in a New Item Committee Meeting.
- There are 3 meetings scheduled to review all Trade Show new items. For these meetings, please send your buyer your New Item Form, along with any photos to ensure they have the information they need to present the item well by 11/7, 11/21, or 12/5. If the item is approved, your buyer will set up the item and send you the new item number.
- Exceptions to the New Item Process are seasonal, LTO and shippers. Please note, these items require no minimums on orders for the Trade Show.

REGISTERING ALL ITEMS IN TRADE SHOW APP

- Deadline – all items **must be registered in the Trade Show App by DECEMBER 22, 2025.**
- Please make sure you review your Marketing Program to see how many items you are allowed in the trade show. Any item over your allowance will incur a \$75 per item charge. Seasonal, LTO and shippers do not have to go through the New Item Process, however, these items still will need to be set up and still count toward your allowed items in the trade show.
 - When registering, please remember to include image, the deal you will be offering, month of shipment, and any special requests.
 - **NO BOGOS or Bundle deals will be allowed**, all promotions must have a \$ allowance associated with it.
 - **Trade Show Item Submission Form is required for ALL items registered for the show.** This includes items that have been set up in previous years. We need to ensure that all info is up to date and pricing is accurate. These forms need to be emailed to your buyers in addition to any New Item Forms.
- If registering a shipper, that shipper will not be able to be included in additional 2026 promotions (marketing, promo books, etc.) This creates double booking for customers and no incentive to buy at the tradeshow.
- Promotion months - a max of 3 months can be selected for promotion on any item. Can not be consecutive months.
- Trade Show ship months will be May through September, 2026.

KEY DATES

- Dec. 22, 2025 – Vendor and Item registration CLOSSES
- Jan. 23, 2026 – Hotel Reservation Block Ends
- Jan. 26, 2026 – Sample Requests Due to Capitol Distributing warehouse
- Feb. 11, 2026 – Exhibitor Set-up, 9 am - 5 pm
- Feb. 12, 2026 – TRADE SHOW, 11 am – 5 pm
 - Social, Dinner & Game Show: 5:00 pm – 7:00 pm

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