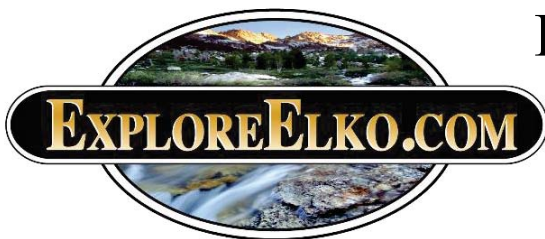


**35<sup>th</sup> Annual**

**ELKO**



# Exhibitor Packet



**Elko Convention & Visitors Authority**

700 Moren Way, Elko, NV 89801

(775) 738-4091 / (800) 248-3556

Fax (775) 738-2420



## Important Dates

### **Friday, February 21<sup>st</sup>**

Last day for returning Exhibitors to reserve their 2019 booth space

### **Friday, April 17<sup>th</sup>**

Last day to cancel booth space and receive a 50% refund

### **Friday, April 24<sup>th</sup>**

Golf registration opens to all registered Exhibitors (booth must be paid in full)

### **Friday, May 1<sup>st</sup>**

Last day for advance pricing for Source One orders (exterior tent & furnishing rentals)

### **Monday, May 18<sup>th</sup>**

Elko Convention & Visitors Authority will begin accepting freight

### **Tuesday, June 2<sup>nd</sup>**

Last day Elko Convention & Visitors Authority will accept Freight

### **Wednesday, June 3<sup>rd</sup>**

Last day for exhibitor set up (7:00 am – 7:00 pm)  
*Moving Vehicles not allowed on property after 4 pm*

### **Thursday, June 4<sup>th</sup>**

Mining Exhibits Open

### **Friday, June 5<sup>th</sup>**

Mining Exhibits Open  
*Exhibitor freight can be picked up by carrier after 5:00 pm*





## Schedule of Events

<b>Monday, June 1, 2020</b>	<b>Expo Golf Tournament – Flight One</b> (Ruby View Golf Course)	<b>7:30 am</b>
	<b>Exhibit set-up for all exhibitors</b> (Elko Convention & Conference Centers)	<b>8:00 am - 6:00 pm</b>
	<b>Expo Golf Tournament – Flight Two</b> (Ruby View Golf Course)	<b>1:00 pm</b>
<b>Tuesday, June 2, 2020</b>	<b>Expo Golf Tournament – Flight Three</b> (Ruby View Golf Course)	<b>7:30 am</b>
	<b>Exhibit set-up for all exhibitors</b> (Elko Convention & Conference Centers)	<b>8:00 am - 6:00 pm</b>
	<b>Expo Golf Tournament – Flight Four</b> (Ruby View Golf Course)	<b>1:00 pm</b>
	<b>Expo Golf Tournament Awards BBQ</b> (Ruby View Golf Course)	<b>6:00 pm</b>
<b>Wednesday, June 3, 2020</b>	<b>Exhibit set-up for all exhibitors</b> (Elko Convention & Conference Centers) <i>Vehicles not permitted on property after 4 pm</i>	<b>7:00 am - 7:00 pm</b>
	<b>Expo Opening Reception</b>	<b>6:00 pm</b>
<b>Thursday, June 4, 2020</b>	<b>Mining Exhibits Open</b>	<b>9:00 am - 5:00 pm</b>
<b>Friday, June 5, 2020</b>	<b>Mining Exhibits Open</b>	<b>9:00 am - 3:00 pm</b>
	Exhibitor freight can be picked up by carrier	<b>5:00 pm</b>





# Booth Price List



Interior	Mining Mall	Exterior	Exterior Back Parking Lot
<p><b>Convention Center &amp; Conference Center</b></p>	<p><b>Exterior Tent with 67 Booths</b></p>	<p>10' x 10' \$550.00            10' x 30' \$750.00            20' x 20' \$800.00            20' x 30' \$900.00</p>	<p>20' x 20' \$600.00            20' x 30' \$650.00            20' x 40' \$700.00            30' x 30' \$750.00            30' x 40' \$800.00</p>
<p>8' x 10'  <b>\$950.00</b></p>	<p>8' x 10'  <b>\$800.00</b></p>	<p>Booth price includes:            ○ <i>SPACE ONLY</i>            ○ 1 500-watt electrical outlet</p>	<p>Booth price includes:            ○ <i>SPACE ONLY</i>            ○ 1 500-watt electrical outlet</p>
<p>Booth price includes:</p> <ul style="list-style-type: none"> <li>○ Pipe and drape</li> <li>○ 1 skirted table</li> <li>○ 2 chairs</li> <li>○ 1 500-watt electrical outlet</li> <li>○ Carpeted flooring</li> </ul> <p>Additional tables &amp; chairs may be rented from ECVA</p> <ul style="list-style-type: none"> <li>• tables - \$40 each</li> <li>• chairs - \$10 each</li> </ul>	<p>Booth price includes:</p> <ul style="list-style-type: none"> <li>○ Pipe and drape</li> <li>○ 1 skirted table</li> <li>○ 2 chairs</li> <li>○ 1 500-watt electrical outlet</li> </ul> <p>Additional tables and chairs may be rented from <i>Source One Events</i> (see attached packet for pricing or call 702-795-7772)</p>	<p><i>Exterior spaces ONLY include space and power</i></p> <p>Canopies, tents, tables and chairs may be rented from <i>Source One Events</i> (see attached packet for pricing or call 702-795-7772)</p>	<p><i>Exterior spaces ONLY include space and power</i></p> <p>Canopies, tents, tables and chairs may be rented from <i>Source One Events</i> (see attached packet for pricing or call 702-795-7772)</p>



# Exhibit Space Contract

Elko Convention & Visitors Authority  
 700 Moren Way • Elko, Nevada 89801  
 800-248-3556 • 775-738-4091 • Fax 775-738-2420  
[www.ExploreElko.com](http://www.ExploreElko.com) • e-mail [erin@elkocva.com](mailto:erin@elkocva.com)

**For Office Use Only**

Date Paid: \_\_\_\_\_  
 Credit Card: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Employee Initials: \_\_\_\_\_  
 Receipt given in office     Receipt emailed

**Please Print Legibly**

Company Name (As it should appear in program) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Company Address \_\_\_\_\_

City / State / Zip / Country \_\_\_\_\_

Contact Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax Number \_\_\_\_\_

Booth Number(s) \_\_\_\_\_ Booth Space Amount \$ \_\_\_\_\_

Are you exhibiting equipment? (circle one):    YES    NO    (If "Yes" attach documentation with specifications/dimensions)

Forklift needed? (circle one):    YES    NO    (If "Yes" see page 6 for information and order form)

Will you need more than basic power? (circle one):    YES    NO    (if "Yes" an ECVA representative will contact you)

Interior	Mining Mall	Exterior	Exterior Back Parking Lot
Convention & Conference Centers 8' x 10' \$950.00	(Exterior Tent with 67 Booths) 8' x 10' \$800.00	10' x 10' \$550.00 10' x 30' \$750.00 20' x 20' \$800.00 20' x 30' \$900.00	20' x 20' \$600.00 20' x 30' \$650.00 20' x 40' \$700.00 30' x 30' \$750.00 30' x 40' \$800.00
Quantity _____			
Extra table(s) \$40/ea _____			
Extra chair(s) \$10/ea _____			

*Refer to Booth Price List (page 3) for amenities included in booth price*

Will you be selling anything? Y\_\_N\_\_ Do you have a NV Business License? Y\_\_N\_\_ License # \_\_\_\_\_

**ALL Exhibitors selling merchandise must remit 7.1% NV State Sales Tax revenue & a "One Time Sales Tax Return" form to the ECVA Event Coordinator for all sales made at the Expo. One-Time Sales Tax Return Forms will be provided to you at the Expo and will be returned to the State Taxation Department by the Event Coordinator. Failure to comply could prohibit participation in future events in Nevada.**

I would like to receive informational emails regarding the Elko Mining Expo, including (but not limited to) registration, golf tournament, opening reception, promotional and sponsorship opportunities. The ECVA will not sell or share your information with anyone else.

**Total Payment Amount \$** \_\_\_\_\_ (to include forklift service & any additional tables/chairs)

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ V-Code: \_\_\_\_\_

Circle One:    VISA    MasterCard    American Express

Name on Card (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby apply for exhibit space in the 2020 Elko Mining Expo. I hereby agree to abide by the show terms, conditions, and regulations printed on page 2 of this form. If you agree, sign below and **email contract to [erin@elkocva.com](mailto:erin@elkocva.com)**. A receipt will be e-mailed to you.

Sign Here \_\_\_\_\_ Date \_\_\_\_\_



# Elko Mining Expo 2020 Exhibitor Contract

**HOLDING OF CONVENTION:** The Elko Mining Expo 2020 will be held at the said Authority's facilities beginning Thursday, June 4, 2020 and ending Friday, June 5, 2020.

**HOURS OF EXPOSITION:** The 2020 Elko Mining Expo is scheduled for Thursday, June 4, 2020 from 9:00 a.m. - 5:00 p.m. and Friday, June 5, 2020 from 9:00 a.m. - 3:00 p.m.

**EXHIBIT SPACE:** All Exhibitors shall have first right of refusal to their current booth space. Exhibit space is secured only after receipt of full booth fee payment and signed Exhibitor Contract by established deadline. Every effort will be made by the Authority to fill the Exhibitor's preferred booth location based on space availability. All exhibits must be confined to the limits of the Exhibitor's designated space, unless otherwise approved by the Authority.

**INSTALLATION AND DISMANTLING OF EXHIBITS:** All exhibit space will be available for setup beginning at 8:00 a.m. on Monday, June 1<sup>st</sup>. ***Moving Vehicles will not be permitted on the property after 4 p.m. Wednesday, June 3, 2020 and exhibits must be fully installed by 7:00 p.m. on this day.*** After this hour, no installation work shall be permitted without special permission from the Authority. No Parking is allowed within the facility grounds during set-up. Exhibitors are to unload any materials and then move their vehicle in a timely fashion. ***No exhibit may be dismantled early and must remain intact until Expo closing at 3:00 p.m., Friday, June 5<sup>th</sup>.***

**MANAGEMENT AND SUPERVISION:** All exhibits shall be governed by the Rules and Regulations issued by the Authority.

**FREIGHT OR DELIVERY:** The Authority will not assume any shipping fees, C.O.D. fees, etc. All such fees shall be the sole responsibility of the Exhibitor. Furthermore, the Authority is released and discharged of all liability for damage to, or loss of, any and all of Exhibitor's property occurring while it is in the possession of, or being handled by the Authority for Exhibitor.

**DISPLAY MATERIAL:** Authority may provide for the removal of Exhibitor's packing boxes and crates from the booths. A general storage area is provided for boxes and crates during the period of the Expo. Authority may assist in the retrieving and returning to the booth any materials stored. No packing materials may be visibly stored in the booth.

**BOOTH – INTERIOR (CONVENTION & CONFERENCE CENTERS):** The Authority shall set up booths in the Interior/Lobby including one table per booth, two chairs, backdrops and side-rails in accordance with the local fire regulations. Additional tables and chairs may be rented from the ECVA for an additional fee.

**BOOTH – MINING MALL:** The Authority shall set up booths in the Mining Mall including one table per booth, two chairs, backdrops, and side-rails in accordance with local fire regulations. Additional tables and chairs may be rented from Source One Events for an additional fee.

**BOOTH - EXTERIOR:** Exhibitors with an exterior space are responsible for providing their own tables, chairs, and canopies. All of these items may be obtained through Source One Events. If you choose to bring your own canopy please ensure that the fire-resistant certificate is sewn onto the canopy and is visible during exhibition. Tents/Canopies must meet all Fire Marshall Regulations!

**FOOD & BEVERAGES:** **No Exhibitor will dispense, sell, raffle, or otherwise provide or promote any food or beverage to the public without permission from the Authority. Glass bottles/containers are prohibited!**

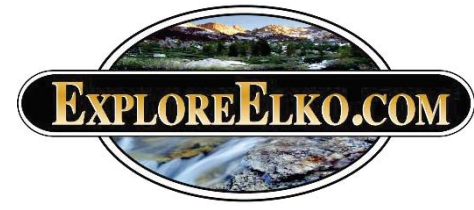
**LIABILITY:** Each Exhibitor must make provision for the safeguarding of their goods and property from shipment/delivery to the Authority throughout the Expo, and until removal by or shipment back to the Exhibitor. The Authority will not be responsible for, or guarantee to Exhibitor the safety of exhibit material against fire, accident, theft, or any loss or injury whatsoever. It is agreed that Exhibitor assumes any and all liability for damage to exposition facility by reason of his exhibit or presence at the Expo. The Authority is not responsible for any exhibitor banner/advertising damage caused by weather.

**CANCELLATION OR DEFAULT:** If Exhibitor does not claim or occupy the assigned space before the starting time on the first day of the expo, the Authority may, at its option, terminate this contract and reassign said space to another Exhibitor. The defaulting Exhibitor will *not* be entitled to refund any of the sums paid in advance to the Authority. Exhibitor has 45 days prior to the start of the expo to cancel use of said exhibit space and shall be entitled to a 50% refund of monies already paid to the Authority. ***No refunds will be issued after this date!***

**IRREGULAR ADVERTISING:** The Expo is limited to those persons, firms, and corporations that have contracted and paid for exhibit space in the Authority facility and grounds. No other persons, firms, or corporations will be permitted, without express permission of the Authority, to demonstrate products, solicit orders, or distribute advertising matter on the floor or grounds of the exposition facility. Any person violating this rule will be promptly ejected from the Authority property.



# Forklift Order Form



Forklift Operators will be onsite to assist you with the movement of your freight before and after the Expo. **The forklift can accommodate weight up to 12,000 lbs.** If your freight weighs over this amount, contact **Sterling Crane** at **(775) 738-4122** for assistance in placing the freight in your assigned booth space. All forklift requests are accommodated on a first-come first-served basis. Exhibitors requesting forklift services must check in at the freight desk and will be helped as ECVA Staff become available. The Elko Convention & Visitors Authority is released and discharged of all liability for damage to, or loss of, any and all of Exhibitor's property while it is in the possession of, or being handled by the Authority for Exhibitor.

### Forklift service is available for:

- Receiving and unloading your freight
- Delivery of freight to your designated booth space
- Storage and return of your empty containers/boxes during the Expo
- Removal of your freight from your booth after the Expo
- Reloading of freight onto outbound freight carrier

### Pricing:

- **\$100 one hour minimum and \$50 for each additional ½ hour**
- **Payment for forklift services must be made in advance**

Company Name \_\_\_\_\_ Booth Number(s) \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip/Country \_\_\_\_\_

### Forklift usage for unloading inbound freight & delivery to booth

Hours of Use: _____	X \$100 (Hourly Rate) = _____	Total \$ Amount: _____
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### Forklift usage for removal of freight from booth and reloading onto outbound carrier

Hours of Use: _____	X \$100 (Hourly Rate) = _____	Total \$ Amount: _____
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**Total Amount Charged:** \_\_\_\_\_

Name on Card \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 V-Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_  Visa  MasterCard  American Express

Signature \_\_\_\_\_

**Return completed form to Erin Myers, [erin@elkocva.com](mailto:erin@elkocva.com)**

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 700 Moren Way - Elko, Nevada 89801  
 800-248-3556 / 775-738-4091  
 FAX: 775-738-2420