



In order to ensure a successful and safe event, the Elko Convention and Visitors Authority have put together this list of guidelines to better help you plan and decorate your auction item. If you should have any questions please feel free to contact us at (775) 738-4091.

Set – Up Day, November 28th

- ❖ Please check in at the registration table located in the Lobby of the Convention Center. Registration will begin at 7:00 am.
- ❖ Your item must be completed by 4:00 pm.
- ❖ Please come prepared with any items needed to decorate your tree such as, scissors, floral wire, wire cutters, ladders, step stools, ect.
- ❖ If there is a box accompanying your item, please write the name of your organization on the box so that it can be stored and properly distributed at the end of the event.

Decorating your Tree/Wreath

- ❖ Tree Bags will be provided for Trees. Please prepare the bag **BEFORE** decorating your tree to allow for easier delivery.
- ❖ Decorations must be securely attached to your item to ensure successful pick – up or delivery.
- ❖ Please make sure that **ALL** materials used for decorating are fireproofed.
- ❖ All items under and around the tree will be sold with the tree.
- ❖ Tree Stands are required to prevent any damage, tipping or falling.