

# Frequently Asked Questions

## What is first right of refusal?

Once a booth is purchased, the exhibitor will automatically be entitled to that booth space for consecutive Elko Mining Expos. If said booth space is voluntarily released or the contract and payment are not received by the 2/21 deadline, the exhibitor will no longer be entitled to that booth and other exhibitors will have the opportunity to purchase it.

## How do I get a booth for the 2020 Elko Mining Expo?

If you had a booth in 2019, see “Returning Exhibitors.”

If you did not have a booth in 2019 see “New Exhibitors.”

If you are unsure as to whether or not you had a booth in 2019, see the “2019 Exhibitor Booth List.”

## Returning Exhibitors

2019 Exhibitors have first right of refusal to their 2019 booth space. To secure your spot in the Expo, fill out the Exhibitor Contract, include payment and return it to Erin Myers ([erin@elkocva.com](mailto:erin@elkocva.com)) by February 21, 2020. If the contract and payment are not received by the deadline, the booth space will be released and you are no longer entitled to it.

## What is my booth Number?

See the “2019 Exhibitor Booth List” to find your booth number(s).

## What if I'm a 2019 Exhibitor and I want to move booth spaces?

There is a waiting list of current (2019) exhibitors who wish to move booth spaces. To ensure your spot in the show, you will need to pay for your current booth space and be added to the waiting list. Any mobility is fully contingent on which 2019 exhibitors release their booth space. There are no guarantees that something more desirable will open up and you will be able to move. If a more preferable space becomes available, the move can take place and any payment adjustments will be processed. Please indicate on your contract where you would like to move to. The ECVA will try to accommodate all move requests to the best of our ability.

## New Exhibitors

New Exhibitors will be added to the wait list on a first-come-first-served basis. To be added to the wait list, email Erin Myers ([erin@elkocva.com](mailto:erin@elkocva.com)) with your contact information and the booth size you desire. New exhibitors will be contacted in mid-March.

## What comes with my booth?

Please refer to the Booth Price List (page 3) in the registration packet to see what is included in your space.

## Is power included?

All booth spaces come with basic power and a 500-watt electrical outlet. Please refer to the Booth Price List (page 3) in the registration packet to see what is included in your space. If you have additional electrical needs, contact Erin Myers, [erin@elkocva.com](mailto:erin@elkocva.com).

## Are tenting/tables/chairs included?

Please refer to the Booth Price List (page 3) in the registration packet to see what is included in your space. Exterior spaces **DO NOT** include tenting and furnishings. Those items may be rented from Source One Events (see Source Once

Packet). Please place your order directly through Source One Events. Completed order forms and payment should be forwarded to Source One Events. The Elko Convention & Visitors Authority will not accept those orders.

### How do I ship freight?

Elko Convention & Visitors Authority will begin accepting freight on Monday, May 18<sup>th</sup>. Please ship freight to:

**Your Company Name (As it appears on your Booth contract)**

2020 Elko Mining Expo

c/o Elko Convention & Visitors Authority

700 Moren Way

Elko NV, 89801

**Booth Number**

*Make sure you put your booth number on all the pieces of freight*

Tuesday, June 2<sup>nd</sup> is the last day the ECVA will accept Freight. Exhibitor freight can be picked up by carrier after 5:00 pm Friday, June 5<sup>th</sup>. It is the sole responsibility of the Exhibitor to arrange for pick-up of all OUTBOUND shipments. Old Dominion is the Elko Mining Expo's Non-Exclusive Freight Carrier. They can be reached at (775) 753-3633. If your freight weighs over 12,000 pounds, contact Sterling Crane at (775) 738-4122 for assistance in placing the freight in your assigned booth space. For all other forklift requests (freight weighing under 12,000 lbs.) see the Forklift Order Form (page 6) in the registration packet.

### How will my freight get to my booth? Forklift Information

Please see the Forklift Order Form (page 6) in the registration packet for additional information and pricing. 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.

### Can I play in the golf tournament?

Golf Registration will open on Friday, April 24<sup>th</sup>. Only registered exhibitors who have paid for their booth space are eligible to play in the golf tournament. Golf is first-come-first served and only registered exhibitors with a booth can purchase golf – no exceptions. Registration forms will **NOT** be accepted early.

### 72 Business Hour Response Time

**We are working diligently to process exhibitor contracts and payments. Please be patient. We will email a booth receipt and respond to any inquiries as soon as possible. ECVA staff work Mon-Fri.**