



# 2018 Important Dates

## Show Service Contractor

Elko Convention & Visitors Authority  
700 Moren Way  
Elko, Nevada 89801

Phone: (800) 248-3556  
Fax: (775) 738-2420  
Web: [www.ExploreElko.com](http://www.ExploreElko.com)

## Important Dates *Be sure to check all order forms for additional deadlines*

<b>Monday, March 5, 2018</b>	Deadline for 2017 exhibitors to reserve booth space
<b>Monday, March 5, 2018</b>	Deadline for all Sponsorships
<b>Tuesday, April 3, 2018</b>	Golf Registration opens to all registered vendors and sponsors
<b>Friday, April 20, 2018</b>	Deadline for canceling booth space to receive 50% refund
<b>Friday, May 4, 2018</b>	Discount deadline for Source One Events orders
<b>Monday, May 14, 2018</b>	Deadline for discount rate on advance orders for electricity
<b>Wednesday, May 16, 2018</b>	Convention Center will start accepting freight from exhibitors
<b>Wednesday, June 6, 2018</b>	Final day for exhibition set-up 7 a.m. to 7 p.m. <b>Moving Vehicles will not be allowed on the property after 4 p.m.</b>
<b>Thursday, June 7, 2018</b>	Exhibition hours 9 a.m. to 5 p.m.
<b>Friday, June 8, 2018</b>	Exhibition hours 9 a.m. to 3 p.m. <b>Exhibitor freight can be picked up by carrier after 5:00 p.m.</b>

### Advance Shipments to Convention Center

(Your Company Name)  
Elko Convention Center  
700 Moren Way  
Elko, NV 89801  
Booth #

**Shipments will be accepted beginning**  
*Wednesday, May 16, 2018*  
Convention Center hours are:  
8 a.m. to 5 p.m. Monday – Friday

### Direct Shipments to showsite

(Your Company Name)  
c/o Elko Convention Center  
700 Moren Way  
Elko, NV 89801  
Booth #

**Shipments will be accepted beginning**  
*Monday, June 4, 2018 and should*  
*arrive no later than*  
*Tuesday, June 5, 2018*  
**Exhibit set-up hours are:**  
8 a.m. to 6 p.m. Monday – Tuesday  
7 a.m. to 7 p.m. Wednesday  
**Moving vehicles will not be permitted**  
**on the property after 4 p.m. on**  
**Wednesday**