



2017 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

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

Monday, March 6, 2017	Deadline for 2016 exhibitors to reserve booth space
Monday, March 6, 2017	Deadline for all Sponsorships
Tuesday, March 7, 2017	Golf Registration opens to all registered vendors and sponsors
Friday, April 21, 2017	Deadline for canceling booth space to receive 50% refund
Friday, May 5, 2017	Discount deadline for Source One Events orders
Monday, May 15, 2017	Deadline for discount rate on advance orders for electricity
Wednesday, May 17, 2017	Convention Center will start accepting freight from exhibitors
Wednesday, June 7, 2017	Final day for exhibition set-up 7 a.m. to 7 p.m. Moving Vehicles will not be allowed on the property after 4 p.m.
Thursday, June 8, 2017	Exhibition hours 9 a.m. to 5 p.m.
Friday, June 9, 2017	Exhibition hours 9 a.m. to 3 p.m. Exhibitor freight can be picked up by carrier after 3:00 p.m.

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 17, 2017***
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 5, 2017 and should
arrive no later than
Tuesday, June 6, 2017***
Exhibit set-up hours are:
8 a.m. to 4 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**