

Elko Mining Expo 2012

“Exhibitor Manual”



Elko Convention Center

Elko, Nevada

June 4-8, 2012

Exhibits Open

June 7	9:00am - 5:00pm
June 8	9:00am - 3:00pm



INTRODUCTION

This Service & Information Manual contains material which is essential to the successful planning and management of the **Elko Mining Expo June 4-8, 2012**. We at Source One Events are pleased to have been selected to serve as your Official Show Service Provider.

The services listed in this manual are for your convenience. To assist in your planning needs, we have enclosed the necessary service order forms. Please review, print, fill out completely and fax or email your forms directly to Source One Events.

Please note: Full payment must be included with your order. Please fax or scan & email your orders as soon as possible. Orders without payment will not be processed. **All prices include 8.1% Sales & Use Tax.**

It is important you review this manual with those individuals or agents having responsibility for your participation in the Show. If you need assistance or additional information, please contact us directly.

Source One Events thanks you for your cooperation.

Source One Events
102 Cassia Way
Henderson, Nevada 89014
(702) 795-7772 off.
(702) 795-4727 fax
Dani Mallas
Email: dani@source1events.com



LIMITS OF LIABILITY

Source One Events shall not be responsible for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence including without limitation, fire, theft, windstorm, water, vandalism, terrorism, acts of war, strife, cancellation of event or show, acts of God, mysterious failure of power or utilities, and other events of force majeure. Any and all work performed by Source One up to and including the occurrence of any of the above must be paid in full.

Source One Events shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

It is understood that **Source One Events** are not insurers. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Source One hereunder are based upon the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Source One does not provide for full liability should loss or damage occur. In the event that Source One should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Source One Events.

SOURCE ONE EVENTS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACUTAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF SOURCE ONE HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

Claims for loss or damage **MUST** be submitted to **Source One Events** by the close of show. No suit or action shall be brought against **Source One Events** more than 60 days after the date of incident.

The placing of an order for services and/or equipment by an exhibitor shall be construed as an offer subject to acceptance and approval of **Source One Events** in its sole discretion. Upon acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above.



CREDIT CARD AUTHORIZATION FORM

ELKO MINING EXPO 2012		Booth Number
Exhibitors Name:	Tel #:	
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

This Credit Card Authorization **MUST** be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. **FAX # 702.795.4727**

All accounts must be settled at Source One's Service Desk on show site prior to the close of show.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

Note: There is NO third party billing

IMPORTANT: To obtain advance order discount pricing, full payment **MUST BE** included with your order. A purchase order is not considered payment

Please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. There is a 3% credit card fee on top of all charges. (Any show site balances or charges miscellaneous items not paid before the show closing automatically will be charged to your credit card account.)

Incomplete and/or unsigned forms will not be accepted.

Charge to: Visa ____ MasterCard ____ American Express ____
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Cardholder's Signature: _____

Account #: _____ Exp. Date: _____

Cardholder's Name: _____ CVV: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

EMAIL: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702-795-4727
 Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.

EXPO RENTALS

ADVANCED PRICING DEADLINE: MAY 18, 2012

ELKO MINING EXPO 2012		Booth Number
Exhibitors Name:	Tel #:	
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

EXHIBIT RENTALS	Advanced Price	Regular Price
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CANOPIES: *(All canopies include 3 side walls)*

RED/WHITE WHITE colors based on availability

10' x 10'	QTY. _____	PRICE	\$400.00/ea	\$450.00/ea	TOTAL \$ _____
15' x 15'	QTY. _____	PRICE	\$450.00/ea	\$500.00/ea	TOTAL \$ _____
20' x 20'	QTY. _____	PRICE	\$650.00/ea	\$700.00/ea	TOTAL \$ _____
20' x 30'	QTY. _____	PRICE	\$750.00/ea	\$800.00/ea	TOTAL \$ _____
20' x 40'	QTY. _____	PRICE	\$850.00/ea	\$900.00/ea	TOTAL \$ _____

BLACK ASTRO TURF *(do not recommend for grass areas)*

10' x 10'	QTY. _____	PRICE	\$150.00/ea	\$200.00/ea	TOTAL \$ _____
15' x 15'	QTY. _____	PRICE	\$200.00/ea	\$250.00/ea	TOTAL \$ _____
20' x 20'	QTY. _____	PRICE	\$450.00/ea	\$500.00/ea	TOTAL \$ _____
20' x 30'	QTY. _____	PRICE	\$550.00/ea	\$600.00/ea	TOTAL \$ _____
20' x 40'	QTY. _____	PRICE	\$650.00/ea	\$700.00/ea	TOTAL \$ _____

DISPLAY TABLES *(all tables include white vinyl cover)*

4' x 24"	QTY. _____	PRICE	\$ 35.00/ea	\$ 40.00/ea	TOTAL \$ _____
4' x 24" w/ BLACK SKIRT	QTY. _____	PRICE	\$ 55.00/ea	\$ 60.00/ea	TOTAL \$ _____
6' x 30"	QTY. _____	PRICE	\$ 38.00/ea	\$ 45.00/ea	TOTAL \$ _____
6' x 30" w/ BLACK SKIRT	QTY. _____	PRICE	\$ 58.00/ea	\$ 60.00/ea	TOTAL \$ _____
8' x 18"	QTY. _____	PRICE	\$ 40.00/ea	\$ 45.00/ea	TOTAL \$ _____
8' x 18" w/ BLACK SKIRT	QTY. _____	PRICE	\$ 60.00/ea	\$ 65.00/ea	TOTAL \$ _____
8' x 30"	QTY. _____	PRICE	\$ 40.00/ea	\$ 45.00/ea	TOTAL \$ _____
8' x 30" w/ BLACK SKIRT	QTY. _____	PRICE	\$ 60.00/ea	\$ 65.00/ea	TOTAL \$ _____
30" Round Cocktail Table	QTY. _____	PRICE	\$ 38.00/ea	\$ 45.00/ea	TOTAL \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX # 702.795-4727

Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.

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MISCELLANEOUS ITEMS

White or Black Plastic Folding	QTY. _____	PRICE \$ 6.50/ea	\$ 7.50/ea	TOTAL \$ _____
Black Swivel Barstool w/back	QTY. _____	PRICE \$ 20.00/ea	\$ 25.00/ea	TOTAL \$ _____
Gray Padded Stack Chair	QTY. _____	PRICE \$ 20.00/ea	\$ 25.00/ea	TOTAL \$ _____

** Any additional rental items, such (ie; display case, literature rack) not listed that may be required, please phone Source One Events (702) 795-7772 for further assistance.*

NOTE: ALL ITEMS, INCLUDING CANOPIES, NEED TO BE ORDERED THROUGH SOURCE ONE EVENTS. ITEMS ARE NOT INCLUDED IN YOUR BOOTH SPACE. RENTALS OR SOLELY THE RESPONSIBILITY OF INDIVIDUAL VENDOR.

IMPORTANT: PAYMENT IN FULL TO ACCOMPANY ORDER WITH NOTED DEADLINE ABOVE IN ORDER TO RECEIVE DISCOUNTED RATE.

<i>Order Summary</i>	
Total Items Ordered:	\$ _____
Payment Enclosed:	\$ _____