



# 34th Annual Elko Mining Expo

June 3-7, 2019 • Exhibit Days: June 6-7, 2019  
Elko Convention Center • Elko, Nevada



**Elko Convention & Visitors Authority**  
700 Moren Way • Elko, NV 89801  
(775) 738-4091 • (800) 248-3556  
Fax: (775) 738-2420

[www.ExploreElko.com](http://www.ExploreElko.com)



Dear Mining Expo Exhibitor,

It's time to start preparing for the 34<sup>th</sup> Annual Elko Mining Expo coming June 3<sup>rd</sup> – 7<sup>th</sup>, 2019 with **exhibit days on June 6<sup>th</sup> and 7<sup>th</sup>**. Visit our website at [www.ExploreElko.com](http://www.ExploreElko.com) for a schedule of events, a list of important dates and the full Registration Packet. The full Registration Packet includes information on vendor services, advertising opportunities and the opening banquet.

You are receiving this Contract and Registration Packet because your company participated as an exhibitor in the 2018 Elko Mining Expo and you have first right of refusal to your booth space for 2019. **In order to secure your booth space for 2019, it will be necessary to include full payment for your booth along with the completed and signed Exhibitor's Contract. These items are due by Monday, February 11, 2019. We will start releasing booth space if payment is not received by this date. Please reference the Booth Price List as booth charges have increased this year.** To verify which booth you were in last year, please refer to the 2018 Vendor List link on our website at [www.ExploreElko.com](http://www.ExploreElko.com).

**Registration for the Mine Expo Golf Tournament will open on Tuesday, April 23<sup>rd</sup>. Golf registration will only be available to registered vendors who have paid for their booth space in full. You must be a registered vendor to participate in golf. Golf is first come first served – no exceptions will be made.**

If you are unhappy with your current booth space, please contact our office and we will place you on a waiting list to move to a more preferable location. We will notify you via email of new locations as they arise. You must first pay for your current booth to ensure participation in the Expo. The Authority will then try to accommodate you with a more preferred space if one becomes available. The Authority cannot guarantee a move will take place.

If you have any questions, please call us at 800-248-3556 or 775-738-4091 so that we can make your booth registration for the 34<sup>th</sup> Annual Elko Mining Expo Exposition as smooth as possible.

We look forward to seeing you in Elko.

Sincerely,

Katie Neddenriep  
ECVA Executive Director

Erin Myers  
ECVA Events Coordinator



# 2019 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, February 11, 2019</b>	Deadline for 2018 exhibitors to reserve booth space
<b>Friday, April 19, 2019</b>	Deadline for canceling booth space to receive 50% refund
<b>Tuesday, April 23, 2019</b>	Golf Registration opens to all registered vendors (booth must be paid in full)
<b>Friday, May 3, 2019</b>	Discount deadline for Source One Events orders
<b>Monday, May 13, 2019</b>	Deadline for discount rate on advance orders for electricity
<b>Wednesday, May 15, 2019</b>	Convention Center will start accepting freight from exhibitors
<b>Wednesday, June 5, 2019</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 6, 2019</b>	Exhibition hours 9 a.m. to 5 p.m.
<b>Friday, June 7, 2019</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 15, 2019*  
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 3, 2019 and should*  
*arrive no later than*  
*Tuesday, June 4, 2019*  
**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**



## Schedule of Events

<b>Monday, June 3, 2019</b>	<b>Expo Open Golf Tournament – Flight One</b> (Ruby View Golf Course)	<b>7:30 am</b>
	<b>Exhibit Set-up for all exhibitors</b> (Elko Convention Center)	<b>8am to 6pm</b>
	<b>Expo Open Golf Tournament – Flight Two</b> (Ruby View Golf Course)	<b>1pm</b>
<b>Tuesday, June 4, 2019</b>	<b>Expo Open Golf Tournament – Flight Three</b> (Ruby View Golf Course)	<b>7:30am</b>
	<b>Exhibit Set-up for all exhibitors</b> (Elko Convention Center)	<b>8am to 6pm</b>
	<b>Expo Open Golf Tournament – Flight Four</b> (Ruby View Golf Course)	<b>1pm</b>
	<b>Expo Open Golf Tournament Award Banquet</b> (Ruby View Golf Course)	<b>6pm</b>
<b>Wednesday, June 5, 2019</b>	<b>Exhibit Set-up for all exhibitors</b> (Elko Convention Center)	<b>7am to 7pm</b>
	<i>Note: Vehicles not permitted after 4 p.m.</i> <b>Opening Ceremonies Reception-</b> (Red Lion Hotel and Casino)	<b>6pm</b>
<b>Thursday, June 6, 2019</b>	<b>Mining Exhibits Open</b>	<b>9am to 5pm</b>
<b>Friday, June 7, 2019</b>	<b>Mining Exhibits Open</b>	<b>9am to 3pm</b>
	<b>Exhibitor freight can be picked up by carrier</b>	<b>5:00 pm</b>

**If you have any questions, please call 775-738-4091 or 800-248-3556.**



# Booth Price List

<b>Interior</b>	<b>Mining Mall</b>	<b>Exterior</b>	<b>Exterior</b>
<b>Convention Center &amp; Conference Center</b>	<b>(Large Exterior Tent with 67 Booths)</b>		<b>Back Parking Lot</b>
<p style="text-align: center;"><b>8' x 10'</b> <b>\$900.00</b></p>	<p style="text-align: center;"><b>8' x 10'</b> <b>\$700.00</b></p>	<p style="text-align: center;"><b>10' x 10' \$500.00</b> <b>10' x 30' \$700.00</b> <b>20' x 20' \$750.00</b> <b>20' x 30' \$850.00</b></p>	<p style="text-align: center;"><b>20' x 20' \$550.00</b> <b>20' x 30' \$600.00</b> <b>20' x 40' \$650.00</b> <b>30' x 30' \$700.00</b> <b>30' x 40' \$750.00</b></p>
<ul style="list-style-type: none"> <li>• Booth price includes:               <ul style="list-style-type: none"> <li>○ Pipe and drape</li> <li>○ 1 skirted 8' table</li> <li>○ 2 chairs</li> <li>○ 1 500 watt electrical outlet</li> <li>○ Carpeted flooring</li> </ul> </li> <li>• Additional tables - \$40 each</li> <li>• Additional chairs - \$10 each</li> <li>• Additional power may be purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Booth price includes:               <ul style="list-style-type: none"> <li>○ Pipe and drape</li> <li>○ 1 skirted 8' table</li> <li>○ 2 chairs</li> <li>○ 1 500 watt electrical outlet</li> </ul> </li> <li>• Additional tables and chairs may be rented from Source One Events (see packet for pricing)</li> <li>• Additional power may be purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Booth price includes:               <ul style="list-style-type: none"> <li>○ <b>SPACE ONLY</b></li> <li>○ 1 500 watt electrical outlet</li> </ul> </li> </ul> <p style="text-align: center;"><b><i>Exterior spaces DO NOT include anything but space and power</i></b></p> <ul style="list-style-type: none"> <li>• Canopies, tents, tables and chairs may be rented from Source One Events (see packet for pricing or call (702) 795-7772)</li> <li>• Additional power may be purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Booth price includes:               <ul style="list-style-type: none"> <li>○ <b>SPACE ONLY</b></li> <li>○ 1 500 watt electrical outlet</li> </ul> </li> </ul> <p style="text-align: center;"><b><i>Exterior spaces DO NOT include anything but space and power</i></b></p> <ul style="list-style-type: none"> <li>• Canopies, tents, tables and chairs may be rented from Source One Events (see packet for pricing or call (702) 795-7772)</li> <li>• Additional power may be purchased</li> </ul>



**2019 EXHIBIT SPACE CONTRACT**  
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[www.ExploreElko.com](http://www.ExploreElko.com) • e-mail [erin@elkocva.com](mailto:erin@elkocva.com)

**For Office Use Only**

Date Paid: \_\_\_\_\_  
 Credit Card: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Employee Initials: \_\_\_\_\_

Receipt given in office  
 Receipt emailed

**Please Print Legibly**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Company Address \_\_\_\_\_

City / State / Zip / Country \_\_\_\_\_

Office Phone \_\_\_\_\_ Contact Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Fax Number \_\_\_\_\_

Booth Number(s) \_\_\_\_\_ Booth Space Amount \$ \_\_\_\_\_

Nevada Mining Association Member (circle one):      YES      NO

*Please refer to the Booth Price List to see what amenities are included in your booth price*

<b>Interior</b>	<b>Mining Mall</b>	<b>Exterior</b>	<b>Exterior Back Parking Lot</b>
Convention Center & Conference Center 8' x 10' \$900.00	(Large Exterior Tent with 67 Booths) 8' x 10' \$700.00	10' x 10' \$500.00 10' x 30' \$700.00 20' x 20' \$750.00 20' x 30' \$850.00	20' x 20' \$550.00 20' x 30' \$600.00 20' x 40' \$650.00 30' x 30' \$700.00 30' x 40' \$750.00

Will you be selling merchandise? Y\_\_N\_\_ If yes, please include \$10.00 for City of Elko Special Events License. \$ \_\_\_\_\_  
 If you do not have a Nevada State Sales Tax Number you must remit the 7.1% NV State Sales Tax to the State Taxation Department for all sales made at the Expo. Forms will be available in the business office during the Expo.  
 Do you have a NV State Business License? Y\_\_N\_\_ NV Business license # \_\_\_\_\_

Total Payment Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ V-Code: \_\_\_\_\_

Circle One:    VISA    MasterCard    American Express

Name on Card (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby apply for exhibit space in the 2019 Elko Mining Expo. I hereby agree to abide by the show terms, conditions, and regulations printed on the 2<sup>nd</sup> page of this form. *If you agree: 1) Sign below; 2) Mail or fax the original to Elko Convention & Visitors Authority; 3) If you mail this form, remember to make a copy for your own records. A receipt will be faxed or e-mailed to you.*

Sign Here \_\_\_\_\_ Date \_\_\_\_\_



# Elko Mining Expo 2019 Exhibitor's Contract

**HOLDING OF CONVENTION:** The ELKO MINING EXPO 2019, held at the said Authority's facilities beginning Thursday, June 6, 2019 and ending Friday, June 7, 2019.

**EXHIBIT SPACE:** All Exhibitors shall have first right of refusal to their current booth space. Exhibit space is secured only after receipt of full booth fee payment and receipt of signed Exhibitor's Contract. Every effort will be made by the Authority to fill the Exhibitor's preferred booth location based on space availability. All exhibits must be confined to the limits of the Exhibitor's designated space, unless otherwise approved by the Authority.

**INSTALLATION AND DISMANTLING OF EXHIBITS:** All exhibit space will be available for setup beginning at 8:00 a.m. on Monday, June 3<sup>rd</sup>. ***Moving Vehicles will not be permitted on the property after 4 p.m. Wednesday, June 5, 2019 and exhibits must be fully installed by 7:00 p.m. on this day.*** After this hour, no installation work shall be permitted without special permission from the Authority. No Parking is allowed within the facility grounds during set-up. Vendors are to unload any materials and then move their vehicle in a timely fashion. ***No exhibit may be dismantled early and must remain intact until Expo closing at 3:00 p.m., Friday, June 7<sup>th</sup>.***

**MANAGEMENT AND SUPERVISION:** All exhibits shall be governed by the Rules and Regulations issued by the Authority.

**HOURS OF EXPOSITION:** The 2019 ELKO MINING EXPO is scheduled for Thursday, June 6, 2019 from 9:00 a.m. - 5:00 p.m. and Friday, June 7, 2019 from 9:00 a.m. - 3:00 p.m.

**FREIGHT OR DELIVERY:** The Authority will not assume any shipping fees, C.O.D. fees, etc. All such fees shall be the sole responsibility of the Exhibitor. Furthermore, the Authority is released and discharged of all liability for damage to, or loss of, any and all of Exhibitor's property occurring while it is in the possession of, or being handled by the Authority for Exhibitor.

**DISPLAY MATERIAL:** Authority may provide for the removal of Exhibitor's packing boxes and crates from the booths. A general storage area is provided for boxes and crates during the period of the EXPO. Authority may assist in the retrieving and returning to the booth, any materials stored. No packing materials will be visibly stored in the booth.

**BOOTH - INTERIOR:** The Authority shall set up booths in the Interior/Lobby including one table per booth, two chairs, backdrops and side-rails in accordance with the local fire regulations. Additional tables and chairs may be rented from the ECVA for an additional fee.

**BOOTH - MINING MALL:** The Authority shall set up booths in the Mining Mall including one table per booth, two chairs, backdrops, and side-rails in accordance with local fire regulations. Additional tables and chairs may be rented from Source One Events for an additional fee.

**BOOTH - EXTERIOR:** Exhibitors with an exterior space are responsible for providing their own tables, chairs, and canopies. All of these items may be obtained through Source One Events. If you choose to bring your own canopy please ensure that the fire resistant certificate is sewn onto the canopy and is visible during exhibition. Tents/Canopies must meet all Mire Marshall Regulations!

**FOOD & BEVERAGES:** **No Exhibitor will dispense, sell, raffle, or otherwise provide or promote any food or beverage to the public without permission from the Authority. Glass bottles/containers are prohibited!**

**LIABILITY:** Each Exhibitor must make provision for the safeguarding of his goods and property from shipment/delivery to the Authority throughout the EXPO, and until removal by or shipment back to the Exhibitor. The Authority will not be responsible for, or guarantee to Exhibitor the safety of exhibit material against fire, accident, theft, or any loss or injury whatsoever. It is agreed that Exhibitor assumes any and all liability for damage to exposition facility by reason of his exhibit or presence at the EXPO. The Authority is not responsible for any vendor banner/advertising damage caused by weather.

**CANCELLATION OR DEFAULT:** If Exhibitor does not claim or occupy his assigned space before **8:00 a.m. on Thursday, June 6, 2019**, the Authority may, at its option, terminate this Contract and reassign said space to another Exhibitor. The defaulting Exhibitor will *not* be entitled to refund any of the sums paid in advance to the Authority. Should Exhibitor elect to cancel use of said exhibit space, prior to April 19, 2019, he shall be entitled to a 50% refund of monies already paid to the Authority. ***No refunds will be issued after this date!***

**IRREGULAR ADVERTISING:** The EXPO is limited to those persons, firms, and corporations that have contracted and paid for exhibit space in the Authority facility and grounds. No other persons, firms, or corporations will be permitted, without express permission of the Authority, to demonstrate products, solicit orders, or distribute advertising matter on the floor or grounds of the exposition facility. Any person violating this rule will be promptly ejected from the Authority property.



Elko Convention & Visitors Authority  
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800-248-3556 / 775-738-4091  
FAX: 775-738-2420

### Credit Card Authorization Form

Company Name (please print) \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Amount Authorized: \$** \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Circle One:    VISA                      MasterCard                      American Express

V-Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Card (please print) \_\_\_\_\_

Signature \_\_\_\_\_