



# Frequently Asked Questions

**Q: How do I get a booth at the Elko Mining Expo?**

**A:** If you had a booth at the previous year's Expo your company is a Returning Exhibitor and will have first right of refusal to the same booth space held the previous year. If you did not have a booth at the preceding year's Expo, your organization will be considered a New Exhibitor (see additional information below). If you're unsure whether you had a booth at the previous year's Expo, the Exhibitor Booth list is on the ECVA website.

**Q: What is first right of refusal?**

**A:** Once booth space is purchased the exhibitor is entitled to the same booth space for consecutive Elko Mining Expos. If the space is voluntarily released or the contract and payment are not received by the established deadline, the space is considered released. The exhibitor will no longer be entitled to the space and other exhibitors will have the opportunity to purchase it.

**Q: How do Returning Exhibitors register?**

**A:** Prior year Exhibitors have first right of refusal to their booth space. To secure your spot in the Expo when registration opens, submit your completed Exhibitor Contract and payment to [MineExpo@ElkoCVA.com](mailto:MineExpo@ElkoCVA.com) by the established deadline. If the contract and payment are not received by the deadline, the booth space will be released. (See first right of refusal above.)

**Q: What is my booth Number?**

**A:** See the previous year's Expo Exhibitor Booth List on the ECVA website to find your booth number(s).

**Q: What if I'm a Returning Exhibitor and want to change booth spaces?**

**A:** The ECVA maintains a waiting list of exhibitors who wish to change booth spaces. To ensure your spot in the show, you will need to pay for your current booth space and request addition to the waiting list. Any mobility is fully contingent on which Returning Exhibitors release their booth space. There are no guarantees requests will be accommodated. If a desired space becomes available and the move request can be accommodated your listed representative will be contacted and any payment adjustments will be processed to secure the move. Indicate on your contract where you would like to move and you will be added to the wait list. The ECVA will try to accommodate all move requests to the best of its ability.

**Q: I'd like to be a New Exhibitor at the Elko Mining Expo. How do I get registered?**

**A:** New Exhibitors can request addition to the wait list and will be offered space on a first-come, first-served basis. To be added to the wait list, email your contact information and desired booth size to [MineExpo@ElkoCVA.com](mailto:MineExpo@ElkoCVA.com). New Exhibitors should be contacted in mid-March with options.

**Q: What comes with my booth?**

**A:** The Booth Price List in the registration packet details what is included with space reservations.

**Q: Is power included?**

**A:** All booth spaces come with basic power and a 500-watt electrical outlet. Please refer to the Booth Price List in the registration packet to see what is included. If you have additional electrical needs, email [MineExpo@ElkoCVA.com](mailto:MineExpo@ElkoCVA.com).

**Q: Are tenting, tables & chairs included?**

**A:** Please refer to the Booth Price List in the registration packet to see what is included with your space. Exterior spaces **DO NOT** include tenting and furnishings. Those items may be rented directly from Source One Events (see Source Once Packet). You will need to place your order with Source One Events by submitting a completed order form and payment directly to them. The Elko Convention & Visitors Authority does not process these requests.

**Q: How do I ship freight?**

**A:** The Elko Convention & Visitors Authority will begin accepting freight on approximately two weeks prior to the event. Freight should be shipped to:

**Company Name (As it appears on your Booth contract)**  
**Elko Mining Expo**  
**c/o Elko Convention & Visitors Authority**  
**700 Moren Way**  
**Elko NV, 89801**  
**Booth Number**

**Make sure your booth number is on ALL pieces of freight.** Tuesday of Expo week is the last day the ECVA will accept freight. Exhibitor freight can be picked up by carrier after 5:00pm Friday of Expo week, once the event is closed. It is the sole responsibility of the Exhibitor to arrange for pick-up of all OUTBOUND shipments. Old Dominion Freight Line is the Elko Mining Expo's non-exclusive freight carrier. They can be reached at (775) 753-3633.

**Q: How will my freight get to my booth?**

**A:** Freight weighing under 12,000 pounds will be available at the freight desk during Expo setup. Freight which needs to be moved by forklift will require a Forklift Order Form which can be found in the registration packet. Information and pricing information on forklift services available are detailed in the registration packet. Forklift Operators will be on site to assist with the movement of freight (not exceeding 12,000 pounds in weight) before and after the Expo. 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.

If your freight weighs over 12,000 pounds contact Sterling Crane at (775) 738-4122 for assistance in placing the freight in the correct booth space.

**Q: How do I register for the golf tournament?**

**A:** Golf Registration will open approximately six weeks prior to Expo. Registered exhibitors who have paid for their booth space are eligible to register for 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.