

INSIDE/OUTSIDE BOOTH RENTAL RATES

Chamber Members: \$300 per inside booth; outside booth \$400.

Non-Members: \$500 per inside booth; outside \$600. Fees for Non-Profit Member Organizations are \$175 for a booth.

Your space reservation must be accompanied by full payment.

ELECTRICITY

If you require electricity, there is a \$25 additional fee per cord and an additional \$150 for 220V power. Please include this with your reservation payment.

FORKLIFTS

Forklifts are available for an additional cost of \$75 per hour. Please indicate if you will need this service.

BOOTH CHOICES

(Please refer to the enclosed booth lay-out) Please list two choices. We will make every effort to accommodate your needs and request but space is reserved on a first-come, first-serve basis.

Booths will not be held without full payment. Booth space must be pre-paid by April 19, 2019.

WHAT'S INCLUDED

Booth spaces are draped. With your booth fee you will be furnished an 8ftx2.5ft table, table skirt, two chairs, and an identification sign with your business name and booth number. **Exhibitors are responsible for their own table cloths.**

CANCELLATION

Written notice must be given to the Chamber no later than three weeks prior to the event (Deadline is April 19, 2019) If we are able to resell your space, a full refund will be given to you. No refunds will be given after the April 20th deadline.

DRAWINGS

Drawings create excitement and increase your exposure. We encourage you to participate by providing prizes. You will collect the entries at your booth and draw the winners then bring the winning names to the Chamber booth and we will announce the winner over the loud speaker at regular intervals. The winner will be instructed to pick up their prize at your booth.

SECURITY

Please plan to safeguard your merchandise as you see fit as **no official security has been contracted.** Neither the Chamber nor the Convention Center will be responsible for lost or stolen items. You may want to bring a sheet to cover your merchandise in the evening.

The Convention Center is locked at night. We may have vendors staying overnight to watch outside booths.

RESTRICTIONS

- Unfinished or unsightly sides and the back of displays in booth spaces must be draped so they are not visible from an adjoining booth.
- **Sharing of display space is not permitted.**
- Materials used to decorate your display space must be fireproof. No fireworks or open flammable liquids are allowed unless approved by the Convention Center.
- Helium tanks and helium filled balloons are permitted as long as safety precautions are taken and tanks are properly secured.
- Vehicles may be exhibited, subject to prior approval to the Chamber and Convention Center.
- Sound movies or other sound devices are permitted if turned to a conversational level.

EXPO HOURS

Saturday, May 11th from 9 am to 5 pm
Sunday, May 12th from 9 am to 4 pm

SET UP

You can set up on Friday, May 10th from 7am to 7pm. If you are unable to set up during this time you must make special arrangements with the Elko Area Chamber. Please plan to bring your own carts for set-up and break down.

NO EARLY BREAKDOWNS WILL BE PERMITTED! A \$50 FEE WILL BE ISSUED TO YOUR BUSINESS FOR LEAVING THE EXPO EARLY. THIS IS TO PRESERVE THE INTEGRITY OF THE EVENT!



www.elkonevada.com

Communication between exhibitors and the Elko Area Chamber is key to a successful weekend for everyone.

**VENDOR RESERVATION
ELKO HOME & BUSINESS EXPO 2019
RESERVATION FOR BOOTH SPACE: 4/19/19**

Name of Business: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email Address: _____
Nevada Sales Tax #: _____

(We must have this information. If you do not have a Nevada Sales Tax number, we will issue you a temporary one).

Inside 8' X 10' booth space is \$300 for Chamber Members, \$500 for Non-Members. Inside booth spaces include (1) 8' X 2.5' table with skirt and 2 chairs. Outside booth space is \$400 for Chamber Members and \$600 for Non-Members.

Description of products to be displayed or sold: _____

Please indicate your two choices of booth spaces below:
(If we are not able to give you your first or second choice, a Chamber representative will contact you to discuss available options)

1st Choice _____ 2nd Choice _____

Additional tables are available at \$7.50 each additional table skirts \$5.00; additional chairs are \$2.50 each.

Please indicate the size and number of *additional* tables you will need for your space:
8ft x 1.5ft _____ 8ft x 2.5ft _____ 6ft x 1.5ft _____ 6ft x 2.5ft _____

Please indicate if you will require electricity: YES NO
110V (\$25 per cord) _____ 220V (\$150 per cord) _____

Please indicate if you will require a fork lift (\$75 per hour): YES NO

Please indicate any special requirement that may affect your booth assignment
(Satellite equipment, 220V power, etc...) _____

**Elko Area Chamber
Elko Home & Business Expo 2019**

RELEASE OF LIABILITY

The undersigned Company/Exhibitor accepts full responsibility for any damage resulting from their presence at the ELKO CONVENTION CENTER. The undersigned Company/Exhibitor further accepts full responsibility for any damage to mobile units or property left on the ELKO CONVENTION CENTER premises before, during, or after the above dates, and agrees it will hold the ELKO AREA CHAMBER and the ELKO CONVENTION CENTER harmless of, from, and against all claims, actions, damages, loss, cost, liabilities, expenses, and judgments recovered from or asserted against the ELKO AREA CHAMBER and the ELKO CONVENTION CENTER as a result of injury or damage to person or property.

Signature _____

Date _____

PLEASE MAKE CHECKS PAYABLE TO:

ELKO AREA CHAMBER

Complete Registration Form and Return to:

**Elko Area Chamber
1405 Idaho Street
Elko, NV 89801**

Payments MUST accompany this Registration Form in order for your booth to be reserved.

Please register early in order to guarantee booth location.

Please read the "Guidelines" thoroughly and call the Chamber office at 775-738-7135 if you have any questions.

**FOR EVERYONE'S CONVENIENCE,
BOOTH NUMBERS WILL BE INCLUDED
ON THE BOOTH SIGNS.
REGISTER NOW TO RESERVE YOUR BOOTH!**

Method of Payment

- Check American Express
 Visa MasterCard

Credit Card # _____ Exp. Date _____

Signature _____



DATES
Saturday, May 11
Sunday, May 12, 2019

LOCATION
Elko Convention Center