

# **Elko Mining Expo 2016**

## **“Exhibitor Manual”**



**Elko Convention Center**

**Elko, Nevada**

**June 6-10, 2016**

### **Exhibits Open**

**June 9th      9:00am - 5:00pm**

**June 10th     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 6-10, 2016**. We at Source One Events are pleased to have been selected to serve as your Official Show Service Contractor/Decorator.

The services listed in this manual are for your convenience. To assist in your planning needs, we have enclosed the necessary show information and 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 6.85% 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.



102 Cassia Way  
Henderson, Nevada 89014  
(702) 795-7772 off.  
(702) 795-4727 fax  
Lauren Delaney  
Email: [lauren@source1events.com](mailto:lauren@source1events.com)



## **LIMITS OF LIABILITY**

**Source One Events** shall not be liable for damage, loss, or delay to freight, freight improperly packed, glass breakage or concealed damage as determined by Source One.

**Source One Events** shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to Source One in time to obtain the proper equipment.

**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.



## **FIRE & SAFETY GUIDELINES**

**EXHIBITOR:** Welcome to Elko! It is a pleasure to have you as a visitor and we ask that you please comply with the State and Local Fire Codes and policies.

### **NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT.**

All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** or a sample must be available for testing.

ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated 'No Freight' Aisles must be maintained and clear of crates and exhibit materials during move-in and move-out so all Exhibitors can access space easily.

NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL. Materials for handouts must be limited to one-day supply and stored neatly within the booth.

HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL.

All 110 VOLT EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.

CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.

ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the decorator's electrical contractor. Round cords are not authorized under carpet.

VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling.

COMPRESSED GAS CYLINDERS, INCLUDING LPG, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.

FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of buildings, except as approved by the Office of Fire Protection and Safety. Paint spraying must be done outside of building.

**For any further information, please contact the Elko Convention Center, (775) 738-4091.**



**CREDIT CARD AUTHORIZATION FORM**

|                              |           |              |
|------------------------------|-----------|--------------|
| <b>ELKO MINING EXPO 2016</b> |           | 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.**

|  |
|--|
| <b>Charge to:</b> <b>Visa</b> ____ <b>MasterCard</b> ____ <b>American Express</b> ____ |
|--|

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 13, 2016**

|                              |           |              |
|------------------------------|-----------|--------------|
| <b>ELKO MINING EXPO 2016</b> |           | Booth Number |
| Exhibitors Name:             | Tel #:    |              |
| Billing Address:             | Fax #:    |              |
| City/State/Zip:              | Auth. By: |              |

| EXHIBIT RENTALS | Advance Pricing Deadline 5/13/16 | Advanced Price | Regular Price |
|-----------------|----------------------------------|----------------|---------------|
|-----------------|----------------------------------|----------------|---------------|

**CANOPIES:** (All canopies include 3 side walls)     **RED/WHITE** (only in 10x10) or **WHITE** - color based on availability

|           |            |       |              |              |                |
|-----------|------------|-------|--------------|--------------|----------------|
| 10' x 10' | QTY. _____ | PRICE | \$400.00/ea  | \$450.00/ea  | TOTAL \$ _____ |
| 10' x 20' | QTY. _____ | PRICE | \$600.00/ea  | \$650.00/ea  | TOTAL \$ _____ |
| 10' x 30' | QTY. _____ | PRICE | \$800.00/ea  | \$850.00/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 | \$900.00/ea  | \$950.00/ea  | TOTAL \$ _____ |
| 20' x 40' | QTY. _____ | PRICE | \$1200.00/ea | \$1250.00/ea | TOTAL \$ _____ |
| 30' x 40' | QTY. _____ | PRICE | \$1800.00/ea | \$1850.00/ea | TOTAL \$ _____ |

**BLACK ASTRO TURF/CARPET** (NOT FOR GRASS AREA)     (\$1.50/per sq.ft.)

|           |            |       |              |              |                |
|-----------|------------|-------|--------------|--------------|----------------|
| 10' x 10' | QTY. _____ | PRICE | \$150.00/ea  | \$200.00/ea  | TOTAL \$ _____ |
| 10' x 20' | QTY. _____ | PRICE | \$300.00/ea  | \$350.00/ea  | TOTAL \$ _____ |
| 10' x 30' | QTY. _____ | PRICE | \$450.00/ea  | \$500.00/ea  | TOTAL \$ _____ |
| 15' x 15' | QTY. _____ | PRICE | \$338.00/ea  | \$388.00/ea  | TOTAL \$ _____ |
| 20' x 20' | QTY. _____ | PRICE | \$600.00/ea  | \$650.00/ea  | TOTAL \$ _____ |
| 20' x 30' | QTY. _____ | PRICE | \$900.00/ea  | \$950.00/ea  | TOTAL \$ _____ |
| 20' x 40' | QTY. _____ | PRICE | \$1200.00/ea | \$1250.00/ea | TOTAL \$ _____ |
| 30' x 40' | QTY. _____ | PRICE | \$1800.00/ea | \$1850.00/ea | TOTAL \$ _____ |

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

|  |            |       |             |             |                |
|--|------------|-------|-------------|-------------|----------------|
| 6' x 30" (standard banquet)            | QTY. _____ | PRICE | \$ 38.00/ea | \$ 45.00/ea | TOTAL \$ _____ |
| 8' x 18" (classroom)                   | QTY. _____ | PRICE | \$ 40.00/ea | \$ 45.00/ea | TOTAL \$ _____ |
| 8' x 30" (standard banquet)            | QTY. _____ | PRICE | \$ 40.00/ea | \$ 45.00/ea | TOTAL \$ _____ |
| 30" Round Cocktail Table (high or low) | QTY. _____ | PRICE | \$ 38.00/ea | \$ 45.00/ea | TOTAL \$ _____ |

**BLACK VINYL SKIRT** (only for banquet tables)     QTY. \_\_\_\_\_ PRICE \$ 15.00/ea \$ 20.00/ea TOTAL \$ \_\_\_\_\_

*You can purchase a black skirt "On Site" at the Source One Events Service Desk*

**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 13, 2016**

|                              |           |              |
|------------------------------|-----------|--------------|
| <b>ELKO MINING EXPO 2016</b> |           | Booth Number |
| Exhibitors Name:             | Tel #:    |              |
| Billing Address:             | Fax #:    |              |
| City/State/Zip:              | Auth. By: |              |

|                        |   |                       |                      |
|------------------------|---|-----------------------|----------------------|
| <b>EXHIBIT RENTALS</b> | <b>Advance Pricing Deadline 5/13/16</b> | <b>Advanced Price</b> | <b>Regular Price</b> |
|------------------------|---|-----------------------|----------------------|

**CHAIRS**

|                        |            |                   |             |                |
|------------------------|------------|-------------------|-------------|----------------|
| <b>Plastic Folding</b> | QTY. _____ | PRICE \$ 6.50/ea  | \$ 7.50/ea  | TOTAL \$ _____ |
| <b>Padded Chair</b>    | QTY. _____ | PRICE \$ 20.00/ea | \$ 25.00/ea | TOTAL \$ _____ |

*\* Any additional rental items not listed that may be required, please phone Source One Events (702) 795-7772 for availability or 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.***

|                                  |          |
|----------------------------------|----------|
| <b><u>Order Summary</u></b>      |          |
| <b>Total Items Ordered:</b>      | \$ _____ |
| <b>3% Credit Card Surcharge:</b> | \$ _____ |
| <b>Total Payment Enclosed:</b>   | \$ _____ |