



# Exhibitor Application



When: April 27th & 28th, 2018

Where: Pahrump Nugget Convention Hall

Expo Setup  
4/26 4pm-7pm  
4/27 8am-12pm





Expo Hours  
4/27 12pm-4pm  
4/28 9am-3pm

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description (List all services/products to be displayed): \_\_\_\_\_

<input type="checkbox"/> Expo Floor Booth - 6' x 6'	\$250	<p><b>Are you planning on using multiple power outlets at the Biz and Home Expo? Make sure to bring a surge protector so that you have enough outlets.</b></p>    
<input type="checkbox"/> Outside Space - 10' x 10' <i>(w/booth rental)</i>	\$50	
<input type="checkbox"/> Hallway Space - 6' x 6' <i>(non-profits only)</i>	\$150	
<b>Box Lunch</b> <i>(includes tax)</i>	\$11	
<b>Total Amount</b>	_____	

**Full amount is due with application to reserve booth. Applications and payments are due April 15th. Please make checks payable to the Pahrump Valley Chamber of Commerce. No applications will be accepted without proper payment. Fees will be refunded if the application is not accepted. All exhibitors must be a member of the PVCC.**

By signing this application, you are agreeing to the "Exhibitor Rules & Regulations" accompanied with this application. You have read the terms, conditions, rules, regulations and agree to abide by them and any decisions made by the PVCC Board of Directors.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Chamber Use Only:				
Date Received _____	Booth Number _____	Check Number _____	Paid by CC _____	Cash _____



# Exhibitor Rules & Regulations



When: April 27th & 28th, 2018

Where: Pahrump Nugget Convention Hall

Friday 12pm-4pm

Saturday 9am-3pm

1. Booth sizes are: Expo Floor Booth 6' x 6', Outside Booth 10' x 10', Hallway Space 6' x 6' only for Non-Profit businesses.
2. **Please provide full payment when application is submitted.**
3. The PVCC office must receive applications and payment by April 15th.
4. All exhibitors must provide their own extension cords. All extension cords must be taped down.
5. **DO NOT SUBLET YOUR BOOTH.** Exhibitors found subletting or sharing their booths will be closed.
6. Retail exhibitors are NOT permitted to sell their goods or services. The Biz & Home Expo is a business showcase with the purpose of generating leads and prospects for your goods or services.
7. Any exhibitors of firearms or animals must occupy outdoor booths.
8. Children that require adult supervision are NOT allowed in booths.
9. PVCC reserves the right to rearrange booths to better accommodate all exhibitors. PVCC will make every effort to place exhibitors in requested spaces.
10. PVCC reserves the right to refuse any application where it is in the best interest of PVCC and accepted exhibitors.
11. Exhibitors must keep their immediate areas clean.
12. Exhibitors may not use anything to hang any items on walls. Outside exhibitors must fill in any stake holes.
13. Any checks returned for insufficient funds will be charged a \$30.00 service fee. All service fees must be paid in full by money order or cashier's check prior to exhibiting. Failure to make payment will result in forfeiture of booth space.
14. Exhibitors may set up booths on Thursday, April 26th, from 4pm to 7pm or Friday, April 27th, from 8am to 12pm. Booths and Exhibitors are required to be ready 15 minutes prior to opening each day.
15. All booths must be staffed by an organization representative for the duration of the Expo. No booths are to be left unattended. Please start the tear down process at 3:10pm on Saturday.
16. The Biz & Home Expo Committee, the Pahrump Valley Chamber of Commerce nor the Pahrump Nugget is responsible for exhibitor merchandise, their property or vehicles.
17. PVCC reserves the right to have signage found to be offensive removed. PVCC has the right to terminate any exhibitor.

### Exhibitor Setup Hours

Exhibitor Booth Setup - Thur, April 26th 4pm -7pm

Exhibitor Booth Setup - Fri, April 27th 8am - 12pm

### Exhibitor Schedule

Exhibitor Hours - Fri, April 27th 12pm - 4pm

Exhibitor Hours - Sat, April 28th 9am - 3pm

Donna Corey  
Event Coordinator  
Office: 775-727-5800  
Email: donna@pahrumpchamber.com

**Pahrump Valley Chamber of Commerce**  
1301 S. Highway 160  
Floor 2  
Pahrump, NV 8948