



Exhibitor Application



When: November 3rd & 4th, 2017
 Where: Pahrump Nugget Convention Hall

	Expo Setup	Expo Hours
	11/2 4pm-7pm	11/3 12pm-6pm
	11/3 8am-12pm	11/4 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'	\$150	Are you planning on using multiple power outlets at the Shop Local Expo? Make sure to bring a surge protector.
<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>	\$100	
Total Amount	_____	

Full amount is due with application to reserve booth. Applications and payments are due October 27th. 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.

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



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Expo Hours
11/3 12pm-6pm
11/4 9am-4pm

- Booth sizes are: Expo Floor Booth 6' x 6', Outside Booth 10' x 10', Hallway Space 6'x 6' only for Non-Profit businesses.
- Please provide full payment when application is submitted.**
- All exhibitors must provide their own extension cords. All extension cords must be taped down.
- DO NOT SUBLET YOUR BOOTH.** Exhibitors found subletting or sharing their booths will be closed.
- Retail exhibitors are permitted to sell their goods and services. The Shop Local Expo is a retail showcase with the purpose of reminding the community about your business before the holiday season.
- Any exhibitors of firearms, animals and prepared foods must occupy outdoor booths.
- Children that require adult supervision are NOT allowed on the Expo floor unattended.
- PVCC reserves the right to rearrange booths to better accommodate all exhibitors. PVCC will make every effort to place exhibitors in requested spaces.
- PVCC reserves the right to refuse any application where it is in the best interest of PVCC and accepted exhibitors.
- Exhibitors must keep their immediate areas clean. There will be NO dumping of residue, trash or litter around the booth areas.
- Exhibitors must use removeable painter's tape to hang items on walls. Outside exhibitors must fill in any stake holes.
- 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.
- Exhibitors may set up booths on Thursday, November 2nd from 4pm to 7pm and/or Friday, November 3rd from 8am to 12pm. Booths and Exhibitors are required to be ready 15 minutes prior to opening each day.
- All booths must be manned for the duration of the Expo. No booths are to be left unattended. Please start the tear down process at 4:10pm on Saturday.
- The Shop Local Expo Committee, the Pahrump Valley Chamber of Commerce nor the Pahrump Nugget is responsible for exhibitor merchandise, their property or vehicles.
- PVCC reserves the right to have signage found to be offensive removed. PVCC has the right to terminate any exhibitor.

Exhibitor Setup Hours

Thursday, November 2nd, 4pm -7pm
Friday, November 3rd, 8am - 12pm

Exhibitor Schedule

Friday, November 3rd, 12pm - 6pm
Saturday, November 4th, 9am - 4pm

PVCC Contact
Chris Erwin

Office: 775-727-5800
Email: chris@pahrumpchamber.com