



Exhibitor Application



When: April 28th & 29th, 2016

Where: Pahrump Nugget Convention Hall

Expo Setup
4/27 4pm-7pm
4/28 8am-12pm

Expo Hours
4/28 12pm-4pm
4/29 9am-3pm

Business Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

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

☐ Expo Floor Booth - 6' x 6' \$250

☐ Outside Space - 10' x 10' \$50
(w/booth rental)

☐ Hallway Space - 6' x 6' \$150
(non-profits only)

Total Amount _____

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.



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 28th & 29th, 2017

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 accomodate 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 must use removeable painter's tape 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 27th, from 4pm to 7pm or Friday, April 28th, 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 27th 4pm -7pm

Exhibitor Booth Setup - Fri, April 28th 8am - 12pm

Exhibitor Schedule

Exhibitor Hours - Fri, April 28th 12pm - 4pm

Exhibitor Hours - Sat, April 29th 9am - 3pm

Vicky Hilling
Event Coordinator
Office: 775-727-5800
Email: vicky@pahrumpchamber.com

Pahrump Valley Chamber of Commerce
1301 S. Highway 160
Floor 2
Pahrump, NV 89048

2017 Biz and Home Expo
Pahrump Valley Chamber of Commerce

Exhibitor Tips & Hints

- ★ Have at least two outgoing and friendly people in your booth at all times
- ★ Use your time at the Expo to engage, interact and educate attendees
- ★ Wear your exhibitor name tag at all times
- ★ Take a break at the hospitality area
- ★ Logo business attire is a great way to promote your business
- ★ Wear comfortable shoes and layered clothing
- ★ Plan any activities specifically to businesses for Friday
- ★ Offer a game or drawing for a product or service given at a later date to capture names and prospective clients
- ★ Do not sit and visit in your booth when people are looking at your exhibit
- ★ Have fun! Smile! If you are outgoing and friendly and show interest in them, they will show interest in your business
- ★ If you have several people working your booth, take shifts so not everyone is sitting or standing at one time
- ★ Bring plenty of business cards and promotional materials to hand out to prospective clients
- ★ Think “outside the box” for creative booth ideas to get people into your booth and interacting with you
- ★ Don’t wait for the last minute to set up
- ★ Please do not start tear down until 3:10 pm on Saturday