



September 20, 2024

The Elko Convention and Visitors Authority (ECVA) is seeking proposals for canopy and exhibit furnishings service and support for exhibitors located in exterior booth spaces at its annual Elko Mining Expo. A contract may be awarded for up to three (3) years with an option for renewal/extension.

The Elko Mining Expo is held the first full week of June each year. The exhibit dates for the next three years are as follows:

- June 5-6, 2025
- June 4-5, 2026
- June 10-11, 2027

Required, minimum services sought to be provided by the Contractor are as follows:

- Provide and construct a 30M x 30M clearspan structure with sidewalls for the “Mining Mall.” See attached map for location, which is in an asphalt parking lot. One wall should be able to accommodate connection to an AC unit. Must meet local, state and federal code requirements for emergency exits, fire code, lighting, etc. Include lighting options if available.
- Provide a minimum of 67 six-foot tables with skirting and 134 chairs for exhibit booths located in the Mining Mall.
- Have available as requested by exhibitors:
 - Up to 203 canopies meeting minimum fire codes for exterior exhibitors which may be located on asphalt or grass/landscaped surfaces
 - Up to 203 tables for exterior exhibitors
 - Up to 406 chairs for exterior exhibitors
 - Any other services or supplies you may wish to offer
- Provide and construct requested/contracted canopies, tables, chairs, etc. for Elko Mining Expo. On-site access to begin setup will be made available a week prior to exhibitor arrival.
- Pre-event customer support for Elko Mining Expo exhibitors to discuss additional exhibitor needs and confirm pre-orders.
- Administration of contract and collection of payment from exterior exhibitors for canopies, tables, chairs and any other supplies or services requested.
- On-site support and resources to respond to on-site, in-event needs of exhibitors beginning with Monday of the Elko Mining Expo week.
- Contractor to provide its own on-site transportation if needed (ATV/side-by-side/buggy).
- Contractor to secure necessary travel, lodging and meal needs for all related personnel for duration of event.

Additional preferred services and support, though not required:

- Provision and installation of an AC unit for the Mining Mall, sufficient to cool 30Mx30M clear span structure with sidewalls.
- Provision and connection of generator to support AC unit.
- Provision and construction of two 10' x 10' tents with sidewalls at Ruby View Golf Course for golf tournament and opening reception. To be installed for use Monday through the evening Wednesday of the Elko Mining Expo week (day prior to exhibits opening). Will be installed on grass/landscaped area at Ruby View Golf Course.

Minimum Qualifications:

- Contractor must be properly licensed to do business in the State of Nevada and provide proof of such.
- Workers must be properly licensed for the work to be done. Documentation of OSHA certifications and licensing may be requested.
- Contractor must provide proof of sufficient insurance coverage for contracted work.

Proposals should include, at minimum, the following:

- Confirmation of ability to meet the requirements set forth in this RFP. Including equipment, materials and labor.
- Brief company description and history: length of time in business, experience with previous projects similar in size and scope, listing of positions/personnel who will be assigned to support the contract.
- Proposed pricing for required, minimum services listed in this RFP.
- Proposed pricing for preferred services and support which may be offered.

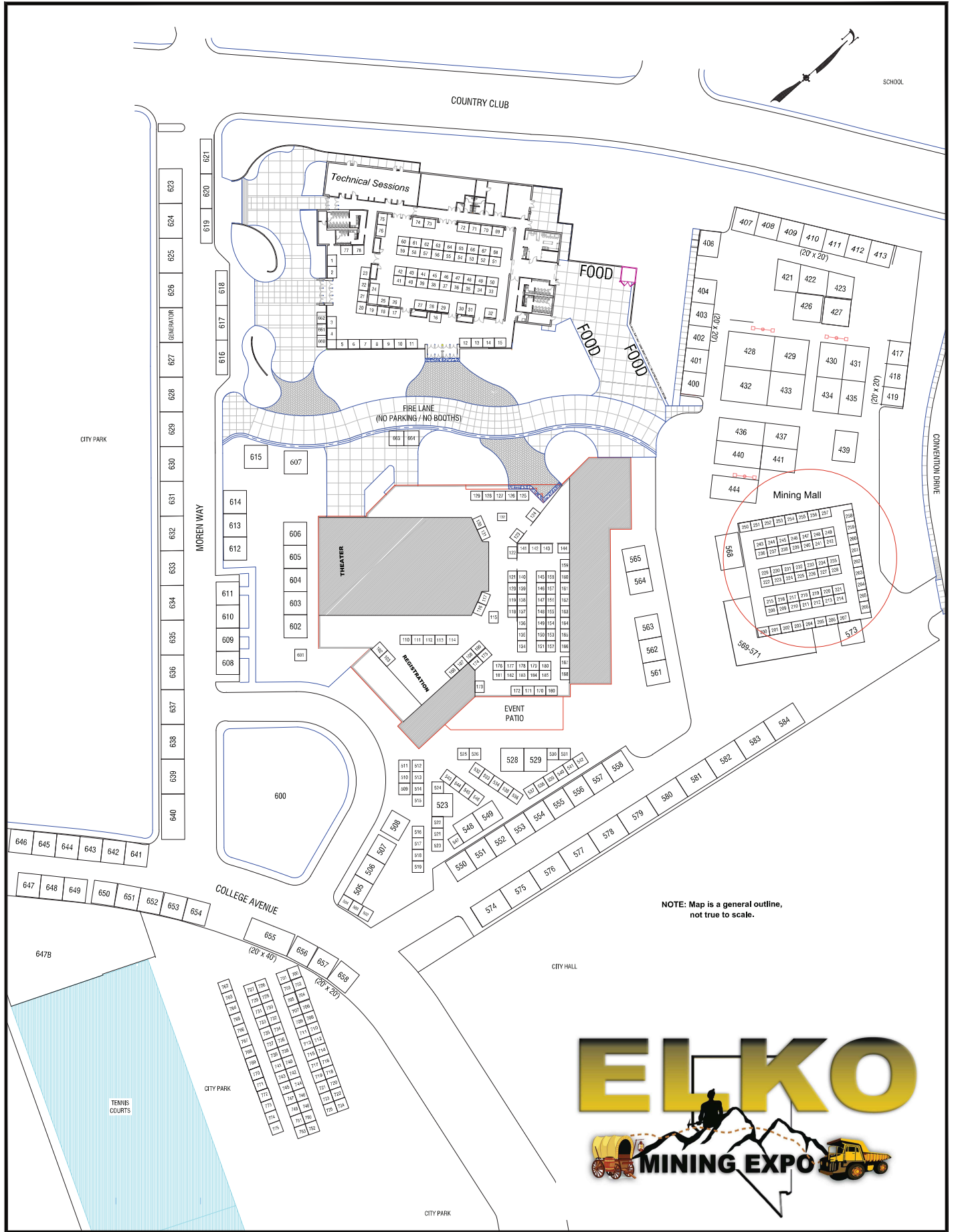
Contractor Selection Criteria:

- Qualifications: Length of time in business, past performance on similar projects
- Staffing: Skills and quantity of personnel to support contract and ensure good customer service
- Preference may be given to local/in-state businesses

Please submit proposal to the Elko Convention & Visitors Authority Elko Mining Expo to MineExpo@ElkoCVA.com no later than Friday, October 18, 2024.

Questions should be directed to Kimberlee Longley at Kim@ElkoCVA.com, (775) 738-4091 or (775) 934-1361.

MAP OF THE MINING EXPOSITION



NOTE: Map is a general outline, not true to scale.

