



# Northern NV Jobs Career Fair – Terms & Conditions

**Effective Date:** January 30, 2026

**Event Date:** April 10, 2026

**Location:** Elko Convention Center

By registering for a booth or sponsorship at the **Northern NV Jobs Career Fair**, you (the "Exhibitor" or "Participant") agree to abide by the following terms and conditions.

---

## 1. Booth Registration & Payment

### 1.1 Booth Fees

- Businesses with an **active job posting on Northern NV Jobs** qualify for a **discounted booth rate of \$550**.
- Nonprofits qualify for a **discounted booth rate of \$550**.
- Businesses **without** an active job posting must pay **\$650 per booth**.

### 1.2 Payment Terms

- Payment must be made in full **at the time of registration** to confirm booth space.
- Payments are **non-refundable** except under the conditions outlined in Section 4 (Cancellations & Refunds).
- Accepted payment methods include **credit/debit card, or invoice request**.

### 1.3 Booth Assignments

- Booths are assigned on a **first-come, first-served basis**, with priority given to sponsors and upgraded booth purchases.
  - The event organizers reserve the right to adjust booth placements as necessary.
- 

## 2. Exhibitor Guidelines

# NORTHERN NV JOBS

## 2.1 Booth Setup & Breakdown

- Exhibitors may set up their booths on April 9 between 4-6 P.M. or on April 10 between 7 – 8:45 a.m.
- Booths must be fully set up by 8:45 AM on April 10 and staffed throughout the event.
- Booth breakdown must not begin before 6:00 PM. Early takedown is not permitted. You will be charged \$200 for early takedown.

## 2.2 Booth Inclusions

Each standard booth includes:

- One (1) **10x10 exhibit space**
- One (1) **table** and **two (2) chairs** (unless otherwise specified)
- Standard **company name signage**
- **Access to event marketing promotions**

**Additional Requests:** Electricity is available for an **additional \$25** and must be requested in advance.

## 2.3 Staffing & Conduct

- Exhibitors are responsible for staffing their booths at all times during the event.
- All booth representatives must conduct themselves professionally.
- Disruptive behavior, excessive noise, or unauthorized solicitations outside of designated booth areas are prohibited.

---

## 3. Marketing & Promotions

### 3.1 Event Promotion

- All registered businesses will receive a **custom social media graphic** for promotional use.
- The exhibitor's company name will be featured in **event newsletters, social media posts, and press releases.**

### 3.2 Use of Logos & Branding

- By registering, exhibitors grant **Northern NV Jobs** permission to use their company name and logo for **event promotions.**

### 3.3 Sponsorship Benefits

# NORTHERN NV JOBS

- Sponsors will receive additional **logo placement, priority booth placement, and marketing exposure** as per the selected sponsorship package.
- 

## 4. Cancellations & Refund Policy

### 4.1 Exhibitor Cancellations

- **No refunds** will be issued for exhibitor cancellations.
- If an exhibitor must cancel, they may transfer their booth space to another company with **prior approval** from the event organizers.

### 4.2 Event Cancellation or Postponement

- If the **Northern NV Jobs Career Fair** is canceled due to unforeseen circumstances (e.g., natural disasters, venue closures, government restrictions), exhibitors will receive:
    - A **full refund** OR
    - The option to **transfer their registration** to the rescheduled event date.
  - The event organizers are **not liable** for any costs incurred by exhibitors due to event cancellations beyond registration fees.
- 

## 5. Liability & Indemnification

### 5.1 Exhibitor Responsibility

- Exhibitors assume full responsibility for their **booth setup, materials, and personal belongings**.
- The event organizers are **not liable for lost, stolen, or damaged property** during the event.

### 5.2 Insurance Requirements

- Exhibitors are encouraged (but not required) to carry **liability insurance** to cover potential damages or accidents.

### 5.3 Indemnification Clause

- By participating, exhibitors agree to **hold harmless** the event organizers, venue staff, and affiliates from any **claims, damages, or liabilities** arising from participation in the event.

## **6. Event Compliance & General Policies**

### **6.1 Prohibited Items & Activities**

- The following items and activities are **strictly prohibited** at the event:
  - Open flames or hazardous materials
  - Offensive or inappropriate materials
  - Disruptive demonstrations or loud music
  - Unauthorized raffles or giveaways outside of exhibitor booths

### **6.2 Code of Conduct**

- Exhibitors must adhere to **ethical hiring practices** and treat all job seekers with **respect and professionalism**.
- Discriminatory or inappropriate behavior will result in **immediate removal** from the event without refund.

### **6.3 Amendments**

- The event organizers reserve the right to **modify these terms and conditions** if necessary. Any updates will be communicated to registered exhibitors.
- 

## **7. Agreement & Acknowledgment**

By registering for a booth, you acknowledge that you have **read, understood, and agreed** to the terms and conditions outlined above.

**Let's make this career fair a success! We look forward to having you at the event.**