

**2022 Outdoor Expo**  
**Hosted by Get Outdoors Nevada**  
**Boulder City Spring Jamboree**  
**May 7-8, 2022**

**Registration Instructions for Non-Profit/Government and Corporate Partners:**

1. On your browser, navigate to [https://eventhub.net/events/Spring-Jamboree\\_2440](https://eventhub.net/events/Spring-Jamboree_2440).
2. Click "Register Now"
3. On the left-hand side of the screen look for "Book Event Space" and expand these options to view "Outdoor Expo Corporate Partner" and "Outdoor Expo Non-Profit Partner"
4. Select the option that applies to your organization. **Please see below for benefits offered to our Corporate Partners and Non-Profit/Government Partners.** Once you have made your selection, click on "Check-Out" to proceed to the next step to complete your order (the "Check-Out" option is located at the top left of the screen or it may appear as a pop-up).
5. On the next screen you will be prompted to log into an account. But since you do not have an account, you will select "Need to sign up?" to create an account (including a username and password). Once you have an account, you can register for the event.
6. On the shopping cart screen (Step 1), you will "select your booth preferences". This will open the event maps section. In the upper right-hand corner, select "All Event Maps" and then select "Handmade Arts and Crafts" (this map displays the Outdoor Expo in addition to the Arts and Crafts section of the event). On the left-hand side of this map, you will see a section marked at the top and bottom as "Outdoor Expo", this area is adjacent to Nevada Way and the Turbine. You may select any of the available spots (i.e. 74-79, 84-89 or 94-99). (The color of the selection will not change even though you've selected a spot.) Please note that the exact position of your table may be altered at the discretion of event planners, depending on registration and event needs. Once you have selected a location, a pop-up window will appear and you can select "OK" and exit the map function by clicking the "x" in the upper right-hand corner. This will take you back to the shopping cart where you can proceed to the next steps of the registration process (steps 2 and 3). You should see the booth number that you selected listed in the top portion of your registration information. Please skip the "booth extras" section as we cannot offer electricity at the Outdoor Expo this year. **NOTE: You may also skip this entire step and a booth location will be assigned to you.**
7. Proceed to Step 2 to complete your organizational profile. Please provide complete information, including your organization's main point of contact, logo, and social media handles.
8. Proceed to Step 3 to complete your transaction, using a debit or credit card. A confirmation and receipt will be emailed to the email address listed on the registration form.
9. Get Outdoors Nevada will follow up to provide additional information, including load-in (which will occur on Friday, May 6) and load-out (on May 8 at the conclusion of the event).

**Partner Benefits**

**Non-Profit/Government Partners:** the \$20 registration fee covers the mandatory 2-day business license which applies to all Spring Jam and Outdoor Expo exhibitors. Non-Profit Partners will be provided with a 10 x 15 exhibit space and mentions on Get Outdoors Nevada's social media channels in April and May, leading up to the event.

**Corporate Partners:** the \$500 registration fees include the mandatory 2-day business license, a 10 x 30 exhibit space, priority logo placement on event signage, special mentions and logo placement in the Get Outdoors Nevada e-newsletter in April and May, and weekly mentions on Get Outdoors Nevada's social media channels in April and May, leading up to the event.