

**From:** [Kimberlee Longley](#)  
**To:** [Michael K. Morton](#)  
**Subject:** RE: September 2025 inquiry  
**Date:** Monday, October 28, 2024 11:50:49 AM  
**Attachments:** [09.24.2025 Annual Prosecutors Conference .pdf](#)  
[Convention Center Room Map.pdf](#)  
[09.2025 Annual Prosecutors Conference .pdf](#)

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Good morning Mike,

Thank you for the information, I have attached a facility quote for September 24-26, 2025. With other reservations scheduled during this time, the Ruby/Silver room would have to be used for the general session but to facilitate 125 guests, we would have to set the room banquet style with (10) chairs per round table. The Cedar room will facilitate a board room setup with (15) guests with the back lobby facilitating vendor booths. I have also attached the room layout map to help assist with room placement.

If your date is flexible, the Conference Center is available September 3<sup>rd</sup>-5<sup>th</sup> or 10<sup>th</sup>-12<sup>th</sup> and this facility would allow for conference style setup (4 guests per 8' table) and no one else would be occupying the other rooms during your conference. I have attached a quote reflecting pricing for this option should those dates work for your team.

Please let me know if have any questions, wish to see the rooms, or proceed with a reservation.

Warm regards,

Kimberlee Longley  
Convention & Event Manager  
700 Moren Way  
Elko, NV 89801  
(Office) 775-738-4091  
(Cell) 775-934-1361

*The 2024 Festival of Trees is approaching! Please visit [www.ExploreElko.com](http://www.ExploreElko.com) for additional information.*

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**From:** Michael K. Morton <mkmorton@ag.nv.gov>

**Sent:** Monday, October 28, 2024 10:04 AM  
**To:** Kimberlee Longley <kim@elkocva.com>  
**Subject:** RE: September 2025 inquiry

Hi Kimberlee,

We wouldn't necessarily need breakout rooms (just one large room for the conference sessions), but we would need a small room (boardroom-like), for a morning meeting (twice) for a max of 15 people).

Thanks,  
Mike

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Michael K. Morton  
Special Assistant Attorney General  
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**From:** Kimberlee Longley <kim@elkocva.com>  
**Sent:** Wednesday, October 23, 2024 3:27 PM  
**To:** Michael K. Morton <mkmorton@ag.nv.gov>  
**Subject:** September 2025 inquiry

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

I received your inquiry for September 24-26, 2025 and we have limited availability. To ensure we could facilitate your convention please let me know if you would require one room holding up to 125 guests or if breakout rooms would be required. Once I hear back, I can provide information on availability as well as pricing.

Warm regards,

Kimberlee Longley  
Convention & Event Manager  
700 Moren Way  
Elko, NV 89801  
(Office) 775-738-4091  
(Cell) 775-934-1361

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October 28, 2024

**Nevada Attorney General's Office/Annual Prosecutors Conference**  
**September 2025**

Estimated headcount of 125 guests  
Category 2 pricing is shown

**Conference Center**

½ of lobby fee: \$129.00 per day

Ruby Mountain #1-#2 room fee: \$862.00 per day

Lamoille #3 & #4 room fee: \$172.00 per day (only shown for two days usage on contract)

Room Setup fee: \$150.00 (ECVA to provide, setup and remove tables/chairs)

Coffee/water station fee: \$25.00 per day/station

\*Each day station will include: (2) urns of coffee, sugar, creamer, cups, unlimited water pitcher refills with additional coffee urn refills available at \$20.00 each. Station is cleaned/reset daily\*

**Total Estimated Three-Day Rental Fee: \$3,542.00 (See Equipment/Other fees)**

**Equipment/Other fees:**

Podium with microphone fee: \$15.00 per unit/day

Additional microphone fee: \$15.00 per unit/day

Television fee: \$35.00 per television/day

Riser fee: \$25.00 per 6x8 riser/day

Vendor booth fee: \$80.00 per 8x10 vendor booth (Includes: Full pipe/drape setup with (1) skirted table, printed signage and (2) banquet chairs)

Non-profit vendor booth fee: \$40.00 per 8x10 vendor booth (Includes: Full pipe/drape setup with (1) skirted table, printed signage and (2) banquet chairs-contract holder must furnish proof of non-profit status for vendor(s))

**Key Information to Note:**

- ❖ If 50 or more attendees are expected and food will be served during your reservation you are required to use an approved caterer. If less than 50 you may obtain food from a restaurant or grocery store of your choosing-homemade items not permitted.
- ❖ The ECVA does have a limited number of linens on hand, should your event require linens please contact the Convention and Event Manager.
- ❖ If you wish to provide alcoholic or non-alcoholic drinks during your reservation, you may bring in your own but a fee of up \$250.00 will apply.
- ❖ All events held on ECVA property are required to furnish an insurance policy showing the ECVA as an additional insured for the duration of their reservation and coverage must be at least \$1 million USD.
- ❖ Clients hosting events open to the public are responsible for contacting Elko City Hall to determine permit requirements.

~ *The pricing provided is current with the January 01, 2024 Rules/Regulations.* ~  
~ *This quote is valid for 15 business days from date shown above.* ~



Elko Convention & Visitors Authority

**EXPLOREELKO.COM**

700 Moren Way • Elko, NV 89801 • (800) 248-3556