



**CONTRACT FOR EXHIBIT SPACE**  
**January 10-11, 2017**  
**CenturyLink Center, Omaha, NE**

*Return to:* Nebraska Agri-Business Association, Inc.  
 1111 Lincoln Mall Ste 308 • Lincoln, NE 68508-3910  
 E-Mail: rbarker@na-ba.com • Web: www.na-ba.com  
 Ph: (402) 476-1528 • Fax: (402) 476-1259

**FOR OFFICE USE ONLY**

NeABA Supporter  Non-Supporter

Paid In Full, Booth Fees: \_\_\_\_\_

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Exh. Reg. Pd: \$ \_\_\_\_\_ # \_\_\_\_\_

Exh. Reg. Pd: \$ \_\_\_\_\_ # \_\_\_\_\_

Prog Listing: \$ \_\_\_\_\_

Sponsorship: \$ \_\_\_\_\_ Type: \_\_\_\_\_

Parking Passes: \$ \_\_\_\_\_ # \_\_\_\_\_

Drink Tickets: \$ \_\_\_\_\_ # \_\_\_\_\_

BASE Brk Tkts: \$ \_\_\_\_\_ # \_\_\_\_\_

Silent Auction Item Description Rec'd

TOTAL PD: \$ \_\_\_\_\_

Check name: \_\_\_\_\_

Check #: \_\_\_\_\_

Card Name: \_\_\_\_\_

Transaction #: \_\_\_\_\_

**What's Included:** Two line booth identification sign, 8' backdrop draping and 3' high draped side dividers, free forklift service for private vehicles only (*excludes any commercial carriers or item pieces in excess of 2500 lbs*), power wash service, and two free exhibitor registrations per booth (up to a maximum of 10 free exhibitor registrations based on 5 or more booths – see your registration form for details)

**Booth prices do NOT include electricity, internet or furnishings of any kind, but you may accept the special ADVANCED furniture packages at discounted rates or order individual items from George Fern Co & CenturyLink Ctr**

# of booths	NeABA Supporter* Prices	Non-NeABA Supporter Prices
1-5 booths (all standard booths are 10' x 10')	\$ 525.00 each	\$ 750.00 each
20' x 20' Block (400 sq ft)	\$2,100.00 (5.25/sq ft)	\$ 3,000.00 (\$7.50/sq ft)
20' x 30' Block (600 sq ft)	\$2,250.00 (\$3.75/sq ft)	\$ 3,000.00 (\$5.00/sq ft)
20' x 50' Block (1,000 sq ft)	\$3,750.00 (\$3.75/sq ft)	\$ 5,000.00 (\$5.00/sq ft)
30' x 50' Block (1,500 sq ft)	\$5,400.00 (\$3.60/sq ft)	\$ 6,300.00 (\$4.20/sq ft)
50' x 50' Block (2,500 sq ft)	\$9,000.00 (\$3.60/sq ft)	\$10,500.00 (\$4.20/sq ft)

End of row booths (Does not apply to blocks of space) ..... additional \$50.00 per end booth

\* **NeABA SUPPORTER** – An exhibitor is a NeABA Supporter if they are an Industry Partner Member **OR** if they have participated in the last year in **TWO** of the following publications or events: 1) member; 2) directory advertiser; 3) magazine advertiser; or 4) Summer Convention donor, for the Nebraska Agri-Business Association. An NeABA Supporter is entitled to the lower booth space rate listed on this contract only at the location contracting membership or service previously.

1. NEBRASKA AGRI-BUSINESS ASSOCIATION, INC. Leases \_\_\_\_\_ (total number) Spaces, as listed below:
2. (FIRST CHOICE) Booths No. \_\_\_\_\_ 3. (SECOND CHOICE) Booths No. \_\_\_\_\_ 4. (THIRD CHOICE) Booths No. \_\_\_\_\_

In the CenturyLink Center, Omaha, Nebraska as shown on the official plan, for the following days of January 10-11, 2017, and subject to the conditions and rules as printed and attached hereto and hereon, the Floor Plan which is understood and agreed to be part of this contract. **Payment of 100% or 50% of the total amount of floor space must accompany this order (contract). The balance (if any) is payable on or before October 1, 2016. Make check payable to: NeABA.** *Please print or type company information below:*

5. Firm Name (Lessee) \_\_\_\_\_
6. Address \_\_\_\_\_
7. City \_\_\_\_\_ State/Prov./Country \_\_\_\_\_ Zip Code \_\_\_\_\_
8. Contact Person \_\_\_\_\_ Title \_\_\_\_\_
9. Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Website: \_\_\_\_\_
- Cell Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_
10. Signed this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_ 11. Signed by (Individual's name) **X** \_\_\_\_\_

12. **BOOTH NAME SIGN (EXACT WORDING)** Co. Name: \_\_\_\_\_  
 (Same Firm Name Only) City & State: \_\_\_\_\_

13.  Yes  No, I want a "NEW PRODUCT" Sign for my Booth Space.
14. Please give a brief description of products to be exhibited and the manner of display: \_\_\_\_\_

**LIABILITY:** The services of a night watchman are furnished with your booth, however, Nebraska Agri-Business Association, Inc., shall not be responsible for any loss, theft, damage, injury or liability that may occur to exhibitor or to exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract, and the exhibitor on signing of contract expressly releases Nebraska Agri-Business Association, Inc., from and agrees to indemnify same against any and all claims for such loss, damage, or injury. Exhibitor further agrees to keep its booth space free from any condition which might cause injury to any person coming into such space, and to defend and indemnify the Nebraska Agri-Business Association, Inc., from all claims, judgements, suits, costs, charges, damages and expenses of any nature that may accrue to persons or property either on account of events within its booth space or by reason of acts or omissions by any of its representatives or employees. Exhibitor is entirely responsible for its leased space and agrees to reimburse the Nebraska Agri-Business Association, Inc. for any damage done to the space which has been leased. Any damage to the building or property of CenturyLink Center, Omaha, Nebraska, due to the carelessness of the exhibitor or exhibitor's employees shall be paid for by the exhibitor.

Nebraska Agri-Business Association, Inc. (lessor) Representative's Signature: BY \_\_\_\_\_

— TOTALS —

15. \$ \_\_\_\_\_ TOTAL BOOTH AMOUNT FOR \_\_\_\_\_ (Number of) BOOTHS Check amount enclosed:  50%  100%
16. \$ \_\_\_\_\_ END OF ROW FEE \$50.00 (If your booth falls at the end of an aisle, add this amount for each)  
*(If paying before Oct. 1, 2016, 50% is REQUIRED to reserve exhibit space. Full Payment is due by Oct. 1, 2016.)*
17. \$ \_\_\_\_\_ PLUS TOTAL REGISTRATION FEES (Line 9 of Exhibitor Pre-Registration Form)
18. \$ \_\_\_\_\_ PLUS EXPANDED LISTING @ \$25.00 (Please complete listing details on enclosed form)
19. \$ \_\_\_\_\_ PLUS TOTAL ADDITIONAL ITEMS (Total from "Contract Addendum" Order Form)
20. \$ \_\_\_\_\_ TOTAL CHECK PAYABLE TO: NeABA or complete credit card information below:
- Please list card type \_\_\_\_\_ Card number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

Charges will appear on your statement as "Trade Assn. Mgmt." Email Receipt to: \_\_\_\_\_

# NEBRASKA AGRI-BUSINESS EXPOSITION

## Conditions of Agreement

- APPLICATION:** All potential exhibitors must file written application with the Nebraska Agri-Business Association, Inc. (NeABA). Telephone orders are not accepted.
- CHANGES IN THE BOOTH FLOOR PLAN:** The Nebraska Agri-Business Association reserves the right to change the booth floor plan and booth locations. The Nebraska Agri-Business Association will respect choice of booth space so far as possible. Where space requested is not available, space will be assigned to conform as nearly as possible in size and location as requested. Exhibitors adjusting size of a block of space from a previous year may be moved to accommodate the best usage of space.
- VALIDITY:** No contract is valid until the application and all monies are submitted to the Nebraska Agri-Business Association, and the Association signs same.
- DUE DILIGENCE:** NeABA makes no representation concerning any sponsor or exhibitor nor its products or services and the admission to the show of any sponsor or exhibitor constitutes neither an endorsement, recommendation nor representation by NeABA of any exhibitor or sponsor or its products or services. NeABA has not and will not undertake or perform any due diligence function as to any sponsor or exhibitor or its products or services and each exhibitor or sponsor agrees to display only services and products which have economic viability and that fully comply with applicable law, regulations and professional standards.
- Exhibitors agree to comply with all rules and regulations of the owner of the exhibit hall.
- TERMS OF PAYMENT:** Previous year exhibitors must place a 50% deposit on space by June 15, 2016. Payment in full or a deposit of 50% before October 1, 2016 of the total amount of space rental must accompany the application and contract required for the reservation of space. The remaining balance is due on or before October 1, 2016. No exhibitor or part of an exhibit will be admitted to any space until the rental for the space has been paid in full.
- REFUNDS:** 100% refund on all fees paid in for written cancellations received in the Nebraska Agri-Business Association Office before September 1, 2016. 50% refund on written cancellations received in the Nebraska Agri-Business Association Office before October 1, 2016. If only a 50% deposit has been paid on booth fees, no refund will be issued for written cancellations received before October 1, 2016. No refund for cancellations received in the Association Office after October 1, 2016.
- SPACE ASSIGNMENT:** All booths must be open and occupied during the Exposition. Space assignments will be made in the order applications are received. Exhibitors should select three different booths or groups of booths in separate locations and specify the order of their choice. If none of these are available, the Nebraska Agri-Business Association will assign space subject to Exhibitor's approval.
- SUBLETTING OF SPACE:** NO SPACE SHALL BE SUBLET WITHOUT THE EXPRESS WRITTEN CONSENT OF THE NEBRASKA AGRI-BUSINESS ASSOCIATION. ONLY ONE COMPANY MAY CONTRACT FOR EXHIBIT SPACE AND OCCUPY SAID SPACE.
- EXHIBIT PERSONNEL:** All personnel working in an exhibitor's booth or space must be a registrant. All exhibit personnel must be registered with the Exposition. The person's name must be on the badge and the badge must be visible at all times.
- DISPLAY OF PRODUCTS:** Display of products on the floor will be confined horizontally and vertically by firms occupying within contracted space who are a part of the convention. An additional space fee will be charged on any display extending beyond or above contracted space. An entrance fee of \$300.00 per person will be charged to all manufacturers and representatives NOT participating in an exhibit. Advance registration for these people is \$250.00.
- EXHIBITOR AGREEMENT:** No use of microphones, loudspeakers, or other amplifying public address devices, without consent of the Nebraska Agri-Business Association; all displays, interviews, conferences, distribution of literature, lectures, and cash sales will be made within the confines of leased booth space. Any conferences, meetings, solicitation of business or canvassing in leased space are not permitted except in the interest of the Corporation, Company, or Individual whose name appears on the firm name sign. All signs will be limited to 8 feet in height, and all displays requesting more than 8 feet in height must secure approval from the Nebraska Agri-Business Association. Any video monitor must be positioned in the rear of the display and the table or platform on which the monitor is placed cannot exceed a height of 42 inches.
- HOURS OF EXHIBITS:** The exhibit hall will be open 12:30 P.M. - 7:00 P.M., January 10 and 9:00 A.M. - NOON., January 11, 2017 for viewing.
- ELECTRICAL, PHONE AND INTERNET:** If you need power outlets, phone or internet connections, arrangements should be made with the CenturyLink Center for such service. *All charges for such electrical, phone, and internet service will be paid by the exhibitor.* Call the CenturyLink Center at (402) 341-1500 or you may also get documents online at their website.
- SAFE DECORATIONS:** All decorations must be flame-proof and pass inspection by all legal authorities. All battery cables to vehicle batteries must be disconnected and all vehicle gas caps must be taped.
- INSURANCE:** It is directly understood and agreed that in no case shall Nebraska Agri-Business Association, its officers or agents be responsible for any loss, theft, damage by fire, or injury of any character to any person or article. Security will be provided, but Nebraska Agri-Business Association, while taking all precautions against loss, will not guarantee it. Exhibitors wishing to insure their goods must do so at their own expense.
- INTOXICANTS:** Exhibitor expressly agrees not to serve, sell or give any intoxicants at or near the booth, and the violation of this agreement shall entitle Nebraska Agri-Business Association to close the exhibit and remove and store same in the manner provided in paragraph 26.
- IMPROVEMENTS:** Any additions or improvements to space other than standard equipment shall be at the exhibitor's expense, subject to approval by Nebraska Agri-Business Association.
- SIZE OF SPACE:** The size of each booth is shown on the plat, and in arranging your exhibit, please conform with the size of your booth and to the height of the partitions. Partitions on the back are 8 feet high and side partitions are 3 feet high. No part of the exhibit may extend above the back partition or into the aisle; any exhibit extending into any aisle shall be subject to removal or severe penalty. All aisles or corridor space is under the control of the Nebraska Agri-Business Association and shall not be used for exhibit or demonstration purposes.
- PARKING PASSES:** Exhibitors may purchase parking passes from the NeABA *in advance only* for \$6.50 per day or pay the standard parking fee at the gate of \$8.00 per day.
- NAME SIGN:** Furnished with each booth is a suitable name sign 7" x 44" — giving the company name on the first line and the city and state on the 2nd line as furnished by the exhibitor on the front of this contract. Only one company name will be accepted and must be the same as the contracting company.
- FURNITURE RENTAL:** Chairs, Settees, Tables, Carpets, Hall Trees and other special equipment can be secured from the GEORGE E. FERN COMPANY. *No furniture is furnished with the exhibit space fees.* Please refer to the special order forms provided by George Fern Company for this service and order in advance. Call (816) 221-0525 or (800) 959-0743 or Fax: (816) 471-1602, if you have questions.
- MOVE-IN DETAILS:** All exhibits may move in beginning at Noon Monday, January 9, 2017. Large equipment will be assigned a move in time by the show sponsor and they can move into Exhibition Hall B and use the wash bay beginning at 8:00 a.m. on January 9, 2017. All exhibit spaces begin moving into their assigned spaces at Noon. All installations must be completed by 11:00 a.m., Tuesday, January 10, 2017 or shall be deemed open after this time, unless permission for waiver is received from the Nebraska Agri-Business Association due to an emergency.
- PENALTY FOR LATE MOVE-IN FOR ASSIGNED EXHIBITORS:** Large equipment exhibitors will be assigned move-in times based on their location from the loading dock. Failure to arrive at the designated time and creating additional hardship on other exhibitors will be charged a late fee of \$150.00.
- UNCRATING, ERECTION AND DISMANTLING OF EXHIBITS:** If you do not wish to uncrate your exhibit yourself, the GEORGE E FERN COMPANY will have personnel available to handle this work for you. No other exhibitor company or erection personnel will be allowed on the exhibit floor. The exhibitor's own personnel may erect their own exhibit, if desired.
- SHIPPING INSTRUCTIONS:** Ship all ways to GEORGE E FERN COMPANY, c/o Yellow Freight, 4480 S 90th St., Omaha, Nebraska 68127. Call (800) 959-0743 on shipping or decorating questions.
  - Shipments *MUST* arrive no later than December 23, 2016.
  - Mark Crates & Boxes For: Nebraska Agri-Business Exposition, please show booth number & Company name, and if you have special instructions of any kind, please forward ahead of shipments so that they may be able to handle your merchandise to your complete satisfaction.
  - EMPTY CRATES: Will be removed from space and stored free of charge (By Nebraska Agri-Business Association) and returned to your space at the end of the exhibit.
- REMOVAL OF EXHIBITS:** Exhibitors will not be permitted to remove exhibits or any part of same until Noon., Wednesday, January 11, 2017. ALL EXHIBITS MUST BE REMOVED from the CenturyLink Center by 4:30 p.m., Wednesday, January 11, 2017.
- MOVING IN AND OUT:** Failure to remove an exhibit in the allowed time will give Nebraska Agri-Business Association the right to remove and place same in a warehouse, subject to the exhibitor's disposition; its payment of all charges and no liability to Nebraska Agri-Business Association. All exhibits must remain intact until the convention is closed.
- RIGHTS OF NEBRASKA AGRI-BUSINESS ASSOCIATION IN EVENT EXPOSITION IS NOT HELD:** Should any emergency arise previous to opening the Convention which would prevent its scheduled opening, such as destruction or damage of the facility by fire, windstorm, strikes or acts of God, etc., or declaration of emergency by the President, it is expressly understood and agreed that Nebraska Agri-Business Association may retain as much of the payment for an exhibit as is necessary to cover the expenses incurred up to the time of such emergency.
- The Trade Fair is produced by and is the property of Nebraska Agri-Business Association, which provides all show management functions and established all show policies.
- EXPOSITION LOCATION:** CenturyLink Center, 455 N 10th St., Omaha, NE 68102, Ph: (402) 341-1500, Fax: (402) 991-1501.
- DATES:** January 10-11, 2017.
- LICENSE FEES & ROYALTIES:** Exhibitor agrees to pay when due all royalties, license fees or other charges occurring or becoming due to any firm, person or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged or produced by the Exhibitor, its agents, employees or subtenants within the premises covered by this License Agreement including but not limited to, royalties or licensing fees due to BMI, ASCAP or SESAC. Exhibitor agrees to hold harmless NeABA, its agents and employees against any and all such claims and charges, and to defend, at its own expense any and all such claims and charges. Exhibitor shall have the right, however, to protest and, if desired, to litigate and adjudicate any and all such claims.