



**CONTRACT FOR EXHIBIT SPACE**  
**2020 Nebraska Agri-Business Exposition**  
**January 28-29, 2020**  
**Embassy Suites La Vista Convention Center (LVCC)**  
**12520 Westport Pkwy, La Vista, NE 68128**



**What's included:** Booths include pipe and drape, one 8'x30" covered table and 2 chairs, a wastebasket, and two free registrations per booth (must be in advance). The facility is completely carpeted and has free parking. Booths are 10' wide and 8' deep. All exhibitors may submit a descriptive listing for the program and on the association website.

Non-Member Price	NeABA Member Price	Industry Partner Price	Roaming Exhibitor Price
\$930.00 per booth	\$700.00 per booth	\$650.00 per booth	\$300.00 per person
Registrations made on site pay the on site registration fees.	You must be a 2019 Nebraska Agri-Business Association member to qualify for this price point.  Registrations made on site pay the on site registration fees.	You must be a 2019-2020 Industry Partner to qualify for this price point.  Registrations made on site pay the on site registration fees.	Roaming exhibitors are industry suppliers who do not have a booth but may solicit business at the Expo. Each registrant of a competing supplier without a booth will be required to pay this fee.
<b>Additional furnishings may be rented from the convention center.</b>			

The Nebraska Agri-Business Association, Inc. Leases \_\_\_\_\_ (total number) spaces as listed below:

(FIRST CHOICE) Booths No. \_\_\_\_\_ (SECOND CHOICE) Booths No. \_\_\_\_\_ (THIRD CHOICE) Booths No. \_\_\_\_\_

In the Embassy Suites La Vista Convention Center, La Vista, Nebraska as shown on the official plan, for the following days of January 28-29, 2020, 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% must accompany this order (contract). Make check payable to: NeABA.**

*Please print of type company information below:*

Firm Name (Lessee) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ T itle \_\_\_\_\_  
 Office Phone \_\_\_\_\_ E xt. \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Web site \_\_\_\_\_

Signed this \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_ Signed by (Individual's Name) **X** \_\_\_\_\_

**LIABILITY:** 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 the La Vista Convention Center, La Vista, 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 —

\$ \_\_\_\_\_ TOTAL BOOTH AMOUNT FOR \_\_\_\_\_ (Number of) BOOTHS (**Full Payment must accompany your contract**)  
 \$ \_\_\_\_\_ PLUS TOTAL REGISTRATION FEES  
 \$ \_\_\_\_\_ PLUS TOTAL SPONSORSHIPS/ADVERTISING  
 \$ \_\_\_\_\_ TOTAL CHECK PAYABLE TO: NeABA or complete credit card information below:

Please list card type \_\_\_\_\_ Card number \_\_\_\_\_ E xp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature: \_\_\_\_\_ Email Receipt to: \_\_\_\_\_

Card billing address: \_\_\_\_\_

**Return to:** Nebraska Agri-Business Association, 8700 Executive Woods Dr, Suite 400, Lincoln, NE 68512-9612

**Questions:** Rebecca Barker – [rbarker@na-ba.com](mailto:rbarker@na-ba.com) or call (402) 476-1528

# NEBRASKA AGRI-BUSINESS EXPOSITION

## Conditions of Agreement

1. **APPLICATION:** All potential exhibitors must file written application with the Nebraska Agri-Business Association, Inc. (NeABA). Telephone orders are not accepted.
2. **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.
3. **VALIDITY:** No contract is valid until the application and all monies are submitted to the Nebraska Agri-Business Association, and the Association signs same.
4. **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.
5. Exhibitors agree to comply with all rules and regulations of the owner of the exhibit hall.
6. **TERMS OF PAYMENT:** The total amount of space rental must accompany the application and contract required for the reservation of space. No exhibitor or part of an exhibit will be admitted to any space until the rental for the space has been paid in full.
7. **REFUNDS:** 100% refund on all fees paid in for written cancellations received in the Nebraska Agri-Business Association Office before October 12, 2019. 50% refund on written cancellations received in the Nebraska Agri-Business Association Office before November 1, 2019. No refund for cancellations received in the Association Office after November 1, 2019.
8. **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.
9. **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.
10. **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. Absolutely NO business cards are allowed in the badge holder in place of a badge.
11. **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.
12. **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.
13. **HOURS OF EXHIBITS:** The exhibit hall will be open 9:00 A.M. - 6:00 P.M., January 28 and 9:00 A.M. - NOON, January 29, 2020 for viewing.
14. **ELECTRICAL, PHONE AND INTERNET:** Acquire these services from the Embassy Suites in-house exhibitor services by calling (402) 331-7400. An order form is also available for your use.
15. **SAFE DECORATIONS:** All decorations must be flame-proof and pass inspection by all legal authorities.
16. **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.
17. **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 25.
18. **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.
19. **SIZE OF SPACE:** Each space is 10' wide by 8' deep. 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 exhibits 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.
20. **NAME SIGN:** Furnished with each booth is a suitable name sign based on the lessee name listed on this contract. Only one company name will be accepted and must be the same as the contracting company.
21. **FURNITURE RENTAL:** Your booth comes furnished with one 8'x30" skirted table, 2 chairs and a wastebasket. Additional furnishings may be rented from the Embassy Suites in-house exhibitor services. For additional needs call (402) 331-7400.
22. **MOVE-IN DETAILS:** All exhibits move-in on January 27, 2020 beginning at 8:00 a.m. and must be completed by 6:00 p.m., Monday, January 27, 2020 or shall be deemed open after this time, unless permission for waiver is received from the Nebraska Agri-Business Association due to an emergency. No forklifts and a limited number of pallet jacks are available. Weight restriction is 150 pounds per square foot.
23. **SHIPPING INSTRUCTIONS:** The LVCC has limited storage facilities on property for exhibit materials. Shipments will not be received more than 3 business days prior to event. All shipments must be addressed as follows: **Attn: Banquets (Event Name / Exhibitor Name), Embassy Suites La Vista, 12520 Westport Parkway, La Vista, NE 68128.** The LVCC maintains no storage area for empty cases, crates, skids, containers, cartons or vehicles.
24. **REMOVAL OF EXHIBITS:** Exhibitors will not be permitted to remove exhibits or any part of same until Noon., Wednesday, January 29, 2020. ALL EXHIBITS MUST BE REMOVED from the LVCC by 3:00 p.m., Wednesday, January 29, 2020.
25. **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.
26. **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.
27. 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.
28. **EXPOSITION LOCATION:** Embassy Suites La Vista Convention Center (LVCC), 12520 Westport Pkwy, La Vista, NE 68128, Ph: (402) 331-7400, Fax: (402) 408-5479.
29. **DATES:** January 28-29, 2020.
30. **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.