



# FURNISHINGS AND SHIPPING INFORMATION

## 2023 Nebraska Agri-Business Exposition

### January 24-25, 2023



**– Please return this form no later than JANUARY 6, 2023 –**

Booth Assignment: \_\_\_\_\_ (Unless known, Association will complete)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**All exhibit spaces include 1 table, 2 standard chairs, free WiFi and access to standard 110 volt electrical power. Additional furnishings are on a first-come, first-served basis. Fifty standing cocktail tables are available, but no bar stools.**

1. **Furniture:** I would like the following furniture for my exhibit:

_____ 8'x30" Table(s) # _____	_____ Standing Cocktail Table(s) # _____
_____ 6'x30" Table(s) # _____	_____ Chairs # _____

*Any specialty furniture must be rented from a third party.*

2.  **Electricity:** I need standard 110 Volt electrical power. *(Extension cords and power strips are not provided. Please bring these items to split your outlet).*
3.  **Broadband WIRED internet access:** Provided as a courtesy at no charge for what is to be considered normal consumer usage for web browsing and internet e-mail. Other services, or bandwidth to accommodate special needs may require additional services be brought in or obtained from an outside vendor. Such services will be at the expense of the group and must be coordinated well in advance through the conference center. The hotel/conference center cannot be responsible for connectivity or incompatibility issues or security or loss of data, nor does the facility provide any kind of anti-virus solution.

## – SHIPPING INFORMATION –

**Freight or Shipment of Materials:** Freight shipments for any event will not be accepted more than five (5) days prior to the move in date on the contract. Shipments arriving before this time will be subject to storage charges of \$10.00 per package, per day or may be refused by the hotel/conference center. No C.O.D. shipments will be accepted. All shipments must have visibly displayed information on each package.

- Name of event
- Full name of the individual claiming the shipment
- Full address and contact information, including phone number for the contact person
- Company shipping the item

Shipments may be left after the event awaiting pickup only if they are fully packaged and ready for shipment with bill of lading attached and have been checked in with Younes Hospitality staff. Packages waiting to be shipped from the hotel/conference center must already be called in for pickup with the shipping company. The staff may require the item be moved to a storage area to accommodate other incoming events. Moving of the item is the exhibitor’s responsibility. Outbound shipments must be picked up within two (2) days following the event’s conclusion. Any items left in the exhibit area that have not been identified and checked in with Younes Hospitality staff as outgoing shipments, or have not been picked up with two (2) days after the event’s conclusion, will be disposed of.

Drop off and pickup times must fall within exhibitor setup times as arranged with the hotel/conference center.

The Conference Center does not have a loading dock. If any items need to be unloaded by a forklift, it must be arranged with a third party.

**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