



# FURNISHINGS AND SHIPPING INFORMATION

## 2025 Nebraska Agri-Business Exposition

### January 28-29, 2025



**– Please return this form no later than JANUARY 10, 2025 –**

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

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

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

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

1. **Please select the size of the table that comes furnished with your booth. If you have multiple booths, please indicate the size of table for each booth. Example: You have 3 booths. Do you want 3 six foot tables, 2 six foot tables and 1 eight foot table, etc. **YOU ARE REQUIRED TO COMPLETE ITEM 1.****

\_\_\_\_\_ 8'x30" Table(s)      \_\_\_\_\_ 6'x30" Table(s)      \_\_\_\_\_ Extra Banquet Style Chair(s)  
**(2 chairs come furnished with each table)**

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).

**The furniture below can be rented. If you need anything beyond these items, please rent from a third party.**

3. _____ 6'x30" Tables @ \$25.00 Each	\$ _____
4. _____ 8'x30" Tables @ \$25.00 Each	\$ _____
5. _____ Standing Cocktail Tables @ \$25.00 Each	\$ _____
6. _____ Backless Bar Stools @ \$25.00 Each	\$ _____
<b>TOTAL RENTAL FURNITURE</b>	<b>\$ _____</b>

**Supply the following information to pay by credit card:**

Please list card type \_\_\_\_\_ Card number \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

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

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

### – 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

Shipping Address:  
**Younes Conference Center North**  
**707 W Talmadge St**  
**Kearney, NE 68845**  
**Ph: (308) 238-7002**

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 to 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 within 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