



FURNISHINGS AND SHIPPING INFORMATION

2024 Nebraska Agri-Business Exposition

January 23-24, 2024



– Please return this form no later than JANUARY 5, 2024 –

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).*
3. **Broadband WIRED internet access. (WiFi is free to all):** 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. *They can only provide 5 wired hook-ups.*

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

4.	_____ 6'x30" Tables @ \$25.00 Each	\$ _____
5.	_____ 8'x30" Tables @ \$25.00 Each	\$ _____
6.	_____ Standing Cocktail Tables @ \$25.00 Each	\$ _____
7.	_____ Backless Bar Stools @ \$25.00 Each	\$ _____
TOTAL RENTAL FURNITURE		\$ _____

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

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 or call (402) 476-1528