



## Exhibitor Checklist

Stay on top of your booth details for the **Nebraska Power Farming Show** by using this handy exhibitor checklist. From signing your contract and providing proof of insurance, to ordering electric and taking advantage of show marketing opportunities, this list contains everything you need to make your experience at the Nebraska Power Farming Show a successful one.

Tasks "To Do"	Deadline	Completed
Submit Booth Request Form [emailed out in early March]	March 30	
Signed Contract + Payment [mailed out in May]	June 5	
Book Hotel [see list of participating hotels]	NA	
Check Out Sponsorship Opportunities [call Cindy at 515.223.5119]	July 1	
Email New Product Listing [to promote in show program]	October 9	
Email Logo Artwork [for exhibitor "added exposure"]	October 17	
Advertise in Show Program [call Midwest Messenger   402.374.2225]	October 26	
Take Advantage of Show Marketing Opportunities	November 1	
Review Move-In Info	November 1	
Respond to if you will be Retailing at the Show [new exhibitors]	November 8	
<a href="#">Order Additional Decorations</a> [table, chairs, carpet, etc.   AAA]	November 15	
Badge Registration [emailed out in October]	November 17	
<a href="#">Order Electricity</a> [Lancaster Event Center]	November 20	
<a href="#">Order Internet</a> [Lancaster Event Center]	November 20	
Booth Catering Services <a href="#">Order Here</a> [Lancaster Event Center]	November 20	
Equipment Staging in Parking Lots May Begin	November 29	
Provide Insurance Certificate [Don't have coverage? <a href="#">Click here</a> ]	November 30	
Check Forklift Availability [starting at noon]	November 30	
Equipment Must be Moved Out of Parking Lots	December 11	
Complete Exhibitor Survey [emailed out 1 week after the show]	January 13	