



December 8-10, 2020

MOVE-IN INFORMATION

Booth #: «Booth»

«Fname» «Lname»

«Org_Name_1»

«Mail_Address»

«City», «State» «Mail_Zip»

****** EXPO HOURS******

Tuesday, Dec. 8	8:30 am - 4:30 pm
Wednesday, Dec. 9	8:30 am - 4:30 pm
Thursday, Dec. 10	8:30 am - 3:00 pm

See move-in maps for your move-in time. If no letter is assigned to your booth number, you can move-in on Monday from 8 am to 6 pm. For those without a letter please call the Association office at 800-622-0016 if you prefer to move-in on Sunday or if you need to make special arrangements.

NO SPRAY PAINTING or USE OF TIRE PROTECTANTS/CLEANERS is allowed [\$300 minimum fine for damage]. Use only soap and water to clean tires. Use of tire protectants and cleaners will result in an assessment for damage/replacement of carpet or cleaning of the floor. Heavy materials or equipment cannot be dragged, skidded, or rolled over the floors. It must be carried or moved in/out on wheels.

EQUIPMENT STAGING: Pull-type equipment or equipment that can be unloaded without assistance can be brought to the Lancaster Event Center beginning Thursday, Dec. 3, NO EARLIER! **Any equipment delivered prior to Thursday will be charged \$30 per item, per day.**

FORKLIFTING: The expo will provide forklifting at no charge beginning Friday, December 4 after 10:30 am.

MOVE-OUT: Exhibitors WILL NOT be allowed to pack up or move out before 3:00 pm on Thursday, December 10. Abuse of this has led to numerous complaints from attendees and other exhibitors trying to conduct business. **Exhibitors that pack up or move-out early are at risk of not being allowed to exhibit in 2020.**

- Exhibitor move-out must be completed by 7:00 pm Thursday (usually everyone is out by this time).
- The Association will charge \$75 for any equipment that needs to be pulled to the parking lot after the expo unless prior arrangements are made with a member of the expo staff.
- Exhibitors will be billed \$30 per item, per day for equipment left at the Lancaster Event Center after 4:30 pm on Tuesday, December 15.

PRESSURE WASHING will be provided, weather permitting Sunday, December 6 - 10:00 am - 4:00 pm and Monday, December 7 - 8:00 am - 4:00 pm.

FREIGHT & BOOTH FURNISHINGS: A 6' skirted table and 2 Samsonite folding chairs are provided with each exhibit space. If additional furnishings are needed or you need freight/storage service, contact AAA Rents at 402.467.4151 or [click here](#) on/before November **TBD**.

BOOTH ELECTRICITY: Service must be ordered through the Lancaster Event Center. If you need electricity for your booth and you have not already ordered it, you may place an [order here](#). Ordering electricity is MORE EXPENSIVE after the November 27, 2020 cutoff date.

WIRELESS INTERNET: Service is ordered through the Lancaster Event Center. [Order Here](#) Ordering internet is MORE EXPENSIVE after the November 27, 2020 cutoff date.

OTHER LEC SERVICES: Booth set up/tear down labor, outdoor equipment storage service. [Order Here](#)

BOOTH-DELIVERED CATERING service is also available through the Lancaster Event Center. [Order Here](#)

TRUCK & TRAILER PARKING: Trailers should be parked northeast of Pavilion 4 or southwest of the Lincoln Room. No trailers will be allowed to park in the lots North & West of the Event Center during the expo. **NOTE: The parking lot east of Pavilion 3 will be used for attendee parking this year.**

EXHIBITOR ENTRANCE: Facilities will be open to exhibitors at 7:00 am on Tuesday, Dec. 8 and 7:30 am on Wednesday, Dec. 9 and Thursday, Dec. 10.

VENUE: Lancaster Event Center | 4100 North 84th Street | Lincoln, NE 68507 | 402.441.6545

LODGING: Be sure to state that you are with the *Nebraska Ag Expo* to receive the special rate provided.

Staybridge Suites Lincoln Hotel | 2701 Fletcher Avenue | Lincoln, NE | 402.438.7829 | [website](#)

Holiday Inn Express Airport | 1101 W Commerce Way | Lincoln, NE | 402.464.0588 | [website](#)

Fairfield Inn & Suites Airport | 1000 W Bond St | Lincoln, NE | 402.413.9003 | [website](#)

Candlewood Suites | 4100 Pioneer Woods Drive Lincoln, NE | 402.420.0330 | [website](#)

New Victorian Suites | 225 N 50th Street, 50th & O Street | Lincoln, NE | 402.464.4400 | [website](#)

Hampton Inn South | 5922 Vandervoort Drive | Lincoln, NE | 402.420.7800 | [website](#)

Marriott Townplace Suites Lincoln North | 7353 Husker Circle | Lincoln, NE | 402.323.2000 | [website](#)