



Exhibitor Checklist

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

Tasks "To Do"	Deadline	Completed
Submit Booth Request Form [emailed out in March]	May 15	
Signed Contract + Payment [emailed out in May]	June 30	
Book Hotel [see list of participating hotels]	NA	
Check Out Sponsorship Opportunities [call Cindy at 515.223.5119]	June 30	
Email New Product Listing [to promote in expo program]	September 28	
Email Logo Artwork [for exhibitor "added exposure"]	October 2	
Advertise in Expo Program [call Midwest Messenger 402.374.2225]	October 23	
Take Advantage of Expo Marketing Opportunities	November 1	
Review Move-In Info	November 1	
Respond to if you will be Retailing at the Expo [new exhibitors]	November 15	
Order Additional Booth Supplies [table, chairs, carpet, etc. AAA]	November 18	
Badge Registration [emailed out in October]	November 18	
Order Electricity [Lancaster Event Center]	November 27	
Order Internet [Lancaster Event Center]	November 27	
Booth Catering Services Order Here [Lancaster Event Center]	November 27	
Provide Insurance Certificate [Don't have coverage? Click here]	November 27	
Equipment Staging in Parking Lots May Begin	December 3	
Check Forklift Availability [starting at noon]	December 4	
Equipment Must be Moved Out of Parking Lots	December 15	
Complete Exhibitor Survey [emailed out 1 week after the expo]	December 28	