



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 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 May]	June 1	
Signed Contract + Payment [mailed out in June 27]	July 8	
Book Hotel http://nebraskaagexpo.com/lodging/	August 31	
Check Out Sponsorship Opportunities [call Cindy at 515.223.5119]	September 1	
Email New Product Listing [to promote in show program]	October 8	
Email Logo Artwork [for exhibitor "added exposure"]	October 8	
Advertise in Show Program [call Midwest Messenger 402.374.2225]	October 22	
Take Advantage of Show Marketing Opportunities	November 1	
Review Move-In Info	November 5	
Respond to if you will be Retailing at the Show [new exhibitors]	November 15	
Order Additional Decorations [table, chairs, carpet, etc. AAA]	November 23	
Badge Registration [emailed out in November]	November 18	
Order Electricity [Lancaster Event Center- Portal opens Sept. 15]	November 29	
Order Internet [Std WiFi is provided at N/C - Lancaster Event Center]	November 29	
Booth Catering Services Order Here [Lancaster Event Center]	November 29	
Provide Insurance Certificate [Don't have coverage? Click here]	November 29	
Equipment Staging in Parking Lots May Begin	December 2	
Check Forklift Availability [starting at noon]	December 3	
Equipment Must be Moved Out of Parking Lots	December 14	
Complete Exhibitor Survey [emailed out 1 week after the show]	December 22	