



# 2023 EXHIBITOR CHECKLIST

<b>Task To Do</b>	<b>Deadline</b>	<b>Completed?</b>
Submit Booth Request Form	May 16, 2023	<input type="checkbox"/>
Submit Signed Contract With Payment	June 20, 2023	<input type="checkbox"/>
Review Sponsor Opportunities and Sign Up	August 1, 2023	<input type="checkbox"/>
Book Hotel Room	August 31, 2023	<input type="checkbox"/>
Email Logo for Exhibitor Added Exposure	September 1, 2023	<input type="checkbox"/>
Review Marketing Opportunitess and Sign Up	October 1, 2023	<input type="checkbox"/>
Review Move-In Information	November 6, 2023	<input type="checkbox"/>
Review Additional Booth Decorations via AAA Rents	November 17, 2023	<input type="checkbox"/>
Register for Exhibitor Name Badges	November 17, 2023	<input type="checkbox"/>
Order Booth Electricity via Lancaster Event Center	November 22, 2023	<input type="checkbox"/>
Order Booth Internet via Lancaster Event Center	November 22, 2023	<input type="checkbox"/>
Order Booth Catering via Lancaster Event Center	November 22, 2023	<input type="checkbox"/>
Provide Insurance Certificate or Sign Up for Coverage	November 29, 2023	<input type="checkbox"/>
Begin Equipment Staging in Parking Lots	November 30, 2023	<input type="checkbox"/>
Deadline To Move Equipment Out of Parking Lots	December 12, 2023	<input type="checkbox"/>
Complete Exhibitor Post-Show Survey	December 29, 2023	<input type="checkbox"/>



**NEBRASKA AG EXPO**  
**DECEMBER 5-7, 2023**  
LANCASTER EVENT CENTER | LINCOLN, NE

Visit [NebraskaAgExpo.com/Exhibitor-Resources](https://NebraskaAgExpo.com/Exhibitor-Resources) for more information about each item.