



## Rules & General Information

The Nebraska Ag Expo is known for its vast equipment displays and pure ag-related exhibits. The Iowa-Nebraska Equipment Dealers Association (*Association*) has the right to refuse *Exhibitors* and products not deemed to represent the nature of the expo.

It is the intent of the *Association* to have manufacturers or distributors display products and services. It is also the intent to have only one display representing each specific brand of equipment.

### EXPO HOURS:

Tuesday, December 5 8:30 a.m. – 4:00 p.m.  
Wednesday, December 6 8:30 a.m. – 4:00 p.m.  
Thursday, December 7 8:30 a.m. – 3:00 p.m.

### VENUE:

Lancaster Event Center: 4100 North 84th Street, Lincoln, NE 68507  
p: 402.441.6545 | f: 402.441.6046 | [lancastereventcenter.com](http://lancastereventcenter.com)

**Lincoln Room:** 17,000 sq. ft. (25' Ceiling)  
Booths are on concrete  
Partitions are 8' in back and 3' on the sides  
West overhead door: 12'W x 14'H

**Multi-Purpose Arena (MPA):** 36,000 sq. ft. (25' Ceiling)  
Booths are mainly on carpet  
Very few partitions are used  
North bi-fold door: 29'4"W x 18'H  
North overhead door: 13'10"W x 13'H  
MPA to P1: 14'W x 13'H  
MPA to P2: 16'W x 13'H

**Pavilion 1 (P1):** 83,000 sq. ft. (14' Ceiling)  
Booths are on concrete  
Partitions are 8' in back and 3' on the sides of some booths  
East overhead door by Courtyard: 12'W x 12'H  
P1 to MPA: 14'W x 13'H  
North & South overhead doors (19): 10'W x 12'H  
(2): 20'W x 14'H

### MANAGED BY:

Iowa-Nebraska Equipment Dealers Association  
8330 NW 54th Ave., Johnston, IA 50131-2841  
p: 515.223.5119 | f: 515.223.7832  
[nebraskaagexpo@ineda.com](mailto:nebraskaagexpo@ineda.com)  
[nebraskaagexpo.com](http://nebraskaagexpo.com)

**Pavilion 2 (P2):** 83,000 sq. ft. (14' Ceiling)  
Booths are on carpet  
Partitions are 8' in back and 3' on the sides of some booths  
East overhead door: 13'8"W x 16'H  
MPA & P 2: 16'W x 13'H

**Pavilion 3 (P3):** 86,450 sq. ft. (20' Ceiling-minimum)  
Booths are on carpet  
Partitions are 8' in back and 3' on the sides of some booths  
North overhead door: 19'11"W x 16'H  
North overhead doors (6): 10'W x 12'H

**Pavilion 4 (P4):** 87,000 sq. ft. (30' Ceiling)  
Booths are on carpet or concrete  
Partitions are 8' in back and 3' on the sides of some booths  
South overhead door: 36'W x 18'H  
West overhead door: 16'W x 14'H  
North overhead doors (2): 12'W x 14'H

### RULES & REGULATIONS: LANCASTER EVENT CENTER / FIRE MARSHALL / ASSOCIATION

- NO SMOKING inside the buildings.
- All electrical connections must be made by the Lancaster Event Center electrician. Any type of multiple plugs will not be permitted. Any such connections found will be rewired by the Lancaster Event Center electrician to conform to State Fire Marshall Regulations. Charges for such will be assessed to *Exhibitor*. Lancaster Event Center will not be responsible for any equipment hooked to service.
- Combustible products cannot be used without prior written approval. All flammable material must be fireproofed.
- Any vehicle brought into the building for display purposes must have minimal fuel in the tank (10% of tank's capacity or 5 gal., whichever is less), sealed or locked gasoline caps, batteries disconnected, and the ignition keys removed.
- No signs/banners will be posted on any Lancaster Event Center property. No tape of any kind may be used on any painted surfaces, walls and/or doors, and fees for such use will be assessed to *Exhibitor*.
- *Exhibitor* will not apply paint, lacquer, adhesive or any other coating to the Lancaster Event Center, or its floors, walls, etc. All exposed edges of carpeting or floor covering must be taped down.
- **No spray paint or equipment/tire protectants may be used. Use of such products will result in an assessment of at least \$300.**
- No person shall bring, carry, or in any other manner transport onto the premises, food or beverages of any kind, unless prior written approval is obtained from the Lancaster Event Center.
- Any food/drink giveaways or sampling must be approved by the Lancaster Event Center due to health code laws.
- The Lancaster Event Center will not accept advance deliveries for clients or any third party without written approval.
- Cleaning of booths is the *Exhibitor's* responsibility. At the end of each day if *Exhibitors* place trash in the aisle, the cleanup crew will remove it. *Exhibitors* are responsible for cleaning and returning their space to conditions as they were prior to move-in. Any fees incurred by the *Association* to bring *Exhibitor* space up to acceptable levels of the Lancaster Event Center will be charged to the *Exhibitor*.
- Heavy materials or equipment will not be dragged, skidded or rolled over the floors, but will be carried or moved on wheels.
- For Exhibitor convenience expo staff will facilitate move-in and move-out, including forklifts arrangements.
- Subletting of space: *Exhibitor* shall limit its exhibit to products manufactured or distributed by the *Exhibitor* in the regular course of its business. *Exhibitor* may not assign or sublet any booth or portion thereof, or permit any representative of any other entity to solicit business in the assigned space without written consent of the *Association*. Violation will result in removal from the expo and permanent loss of space.
- Used merchandise: *Exhibitor* shall not openly display used merchandise or photos of used merchandise for sale. Violation will result in removal from the expo and permanent loss of space.
- Retail selling: The integrity of the displays must be maintained throughout the expo. Any product, which cannot be carried by hand, may not be removed without prior approval of expo management until the close of the expo on the date and time specified in EXPO HOURS above.
- The *Association* and the Lancaster Event Center reserve the right to remove any exhibits, signs, banners or advertising matter which may be deemed unsuitable or objectionable.
- *Exhibitor* will comply with all other requirements & standards of the Lancaster Event Center, Fire Marshall's office and the *Association*.

**EXHIBIT REQUIREMENTS:**

- Exhibit fixtures, components & identification signs will be permitted to maximum height of 8'. All display fixtures over 4' in height & placed within 10 lineal feet of an adjoining exhibit, will be confined to that area of *Exhibitor's* space which is at least 5' from the aisle line. Commercial building exhibits that exceed these limits may be submitted (dimension drawing) with the booth contract for consideration & placement.
- Any display that has an unfinished side facing another *Exhibitor's* display must have the exposed side either finished or draped.
- No aisle or corridor space shall be used for exhibit or demonstration purposes.
- *Exhibitor* will confine all sales activities to their own exhibit space.
- Giveaways/handouts will not be of the noise-making variety; all such gifts are subject to prior approval.
- Radios, televisions, music, etc. will be kept at a volume that will not annoy other *Exhibitors*.
- Exceptions to these rules are at the discretion of the exhibit committee.

**TABLES, CHAIRS, CARPET AND DISPLAY MATERIALS:** A skirted table and 2 folding chairs will be provided for each *Exhibitor* at no charge (6' for 10x10's and 8' for bulk booths). *Exhibitors* are responsible for the cost for taller tables, or additional tables and/or chairs. A link to the online Decorator information is available at: [www.nebraskaagexpo.com](http://www.nebraskaagexpo.com), *Exhibitor Tab*, *Exhibitor Resources*. If additional accessories are needed, contact AAA Rents, 5620 South 72nd St. Omaha, NE 68127 p: 402.339.3707 | f: 402.339.3624 Early order deadline is Fri. Nov. 17.

**ELECTRICITY:** 110/120 Volt pricing is per outlet. Late pricing starts Mon., Nov. 27 Order through the Lancaster Event Center (LEC). Link can be found at [www.nebraskaagexpo.com](http://www.nebraskaagexpo.com), *Exhibitor Tab*, *Exhibitor Resources*, *Electricity & Internet*.

**WIRELESS INTERNET:** Complimentary WiFi will be provided by Nebraska Ag Expo.

**OTHER EVENT SERVICES:** Natural gas, water, booth catering, food vouchers, load in/out labor, forklifting, and outside storage available. Link can be found at [www.nebraskaagexpo.com](http://www.nebraskaagexpo.com), *Exhibitor Tab*, *Exhibitor Resources*, *Exhibitor Checklist*.

**LODGING:** Visit [www.nebraskaagexpo.com](http://www.nebraskaagexpo.com) for special rates from AmericInn, Country Inn & Suites and The Scarlett.

**MOVE-IN:** Scheduled move-in times and instructions will be sent approximately one month before the Expo.

**EQUIPMENT STAGING:** Equipment may be staged/parked before the expo in the lot East of Pavilion 4 of the Lancaster Event Center property starting Thursday, November 30. The Event Center must be notified for security reasons at 402.441.6545.

**PRESSURE WASHER:** Pressure washer will be provided (weather permitting). Due to facility restraints, washing will be done outside. It will be at the discretion of the pressure washing company if they can perform the service.

**FORKLIFT ARRANGEMENTS:** Forklift service will be provided for move in starting on Friday, Dec. 1 at 10:30 a.m. & for move out on Thursday, Dec. 7 until 7 p.m. at no cost to *Exhibitors* for parcels/equipment transported from company vehicles to *Exhibitor's* booth. The *Association* has the right to assess charges for excessive usage for positioning or equipment assembly. Expo staff will facilitate forklifts arrangements. To arrange forklifting services after the expo, call Lancaster Event Center at 402.441.6545. A forklifting service fee will apply.

**TRAILER PARKING:** No trailers will be allowed to park in the lots North and West of the Event Center during the expo. Trailers may be parked northeast of Pavilion 4 along Havelock Ave.

**INCOMING FREIGHT SHIPMENTS:** Arrangements have been made with the **Lancaster Event Center** to receive all shipments, thus insuring delivery to your booth at the proper time. This service includes receiving freight at the event center and delivering to your booth. Empty crates will be returned to your booth at the close of the Expo and crated freight will be removed from your booth and shipped as directed. Current rates will be available on the Lancaster Event Center portal. Link can be found at [www.nebraskaagexpo.com](http://www.nebraskaagexpo.com), *Exhibitor Tab*, *Exhibitor Resources*, *Shipping*.

1. **The Lancaster Event Center will receive freight up to 10 days prior to the Expo.**
2. Lancaster Event Center's telephone number is 402.441.6545
3. **ALL SHIPMENTS MUST BE SHIPPED PREPAID AND ADDRESSED IN THIS MANNER:**  
Nebraska Ag Expo  
Company Name / Booth Number  
c/o Lancaster Event Center, 4100 North 84th Street, Lincoln, NE 68507

**EXHIBITOR ADMITTANCE/NAME BADGES:** Information will be sent approximately one month before the expo to register booth personnel. Name badges and Expo materials can be picked up at the Expo office beginning on Sunday. Facilities will be open to Exhibitors at 7:00 a.m. on Tuesday, and at 7:30 a.m. on Wednesday & Thursday.

**MOVE-OUT:** *Exhibitors* will not be permitted to remove exhibits or any part thereof until the close of the expo on the date and time specified in **Expo hours**. **The Association will charge \$75 for any equipment that needs to be pulled to the parking lot after the expo. All exhibits must be removed by 7:00 p.m. on the last day of the expo. Equipment may be left in the parking lot East of Pavilion 4 through 4:30 p.m. on Tuesday, Dec. 12, 2023. Any equipment left after this date will be charged \$30/day/item by Lancaster Event Center.**

**CANCELLATION & EVENTUALITIES:** No Exhibitor shall setup unless all booth display charges are paid in full. The Association reserves the right to cancel the Expo. The Association's obligation under the agreement is subject to acts of God, war, civil violence, terrorism, pandemic, unavailability of the site for the event, and other such conditions beyond the control of the Association making it illegal, impracticable, or impossible for the Association to perform its obligation under the Agreement. Refund for cancellation of booth will be at the discretion of Expo management.

**LIABILITY:** The *Association* will not be responsible for the safety or security of exhibits, *Exhibitors*, or their employees, but will use reasonable effort to protect *Exhibitors* against such losses or injuries. *Exhibitor* shall indemnify and hold the *Association* harmless from any and all claims or liability in connection with its participation and exhibiting under this agreement or use of space leased herein or resulting therefrom, including reasonable attorney fees and expenses.

**AMENDMENTS:** The Iowa-Nebraska Equipment Dealers Association shall have full power to interpret or amend these rules and to make additional rules in the best interest of the expo, and the *Exhibitor* agrees to accept and abide by such rules. All matters not covered specifically by this contract are subject to decision by the *Association*.