

Annual Convention Trade Show



2019 ANNUAL CONVENTION

MAY 1 – 3 / EMBASSY SUITES HOTEL OMAHA, LA VISTA

Schedule of Events

Exhibit Booth Price

Wednesday, May 1st

Exhibit Hall Setup.....4:00 - 5:30 p.m.

Thursday, May 2nd

Trade Show Continental Breakfast & Networking Opportunities7:30 – 6:30 p.m.

General Sessions8:45 - 10:45 a.m.

NBA Election of Officers & Annual Meeting10:45 - 11:30 a.m.

Trade Show Break & Cash Prize Drawings..... 11:30 a.m. - 12:00 p.m.

Luncheon12:15 - 2:15 p.m.

General Sessions2:30 - 4:30 p.m.

NBA Correspondent Banks' Reception & BankPAC Silent Auction.....4:30 - 6:30 p.m.

Banquet6:45 - 8:30 p.m.

Entertainment.....8:30 p.m.

(Evening Events in the Windsor Ballroom)

Friday, May 3rd

Trade Show 8:00 – 11:30 a.m.

Breakfast 9:00 - 11:30 a.m.

Disassembly 11:45 a.m.

Exhibit Coordinators

Tammy Stanley, NBA Senior Education Manager

Tammy.Stanley@nebankers.org

Ron Arrigo, NBA Executive Vice President

Ron.Arrigo@nebankers.org

\$800 per 8' x 10' booth for Nebraska Bankers Association member institutions or Associate members.

For non-members, the booth fee is \$2,000.

For non-members, the booth fee is \$2,000.

Priority for booth space is provided to NBA member institutions, Associate Members, & NBA Preferred Vendors.

As an exhibitor you will receive:

- one full convention registration
- 3' side walls, one 8' draped back wall
- one draped table
- one 7" x 42" identification sign
- one 110-volt electrical outlet
- two chairs and a wastebasket

Sign-up Today

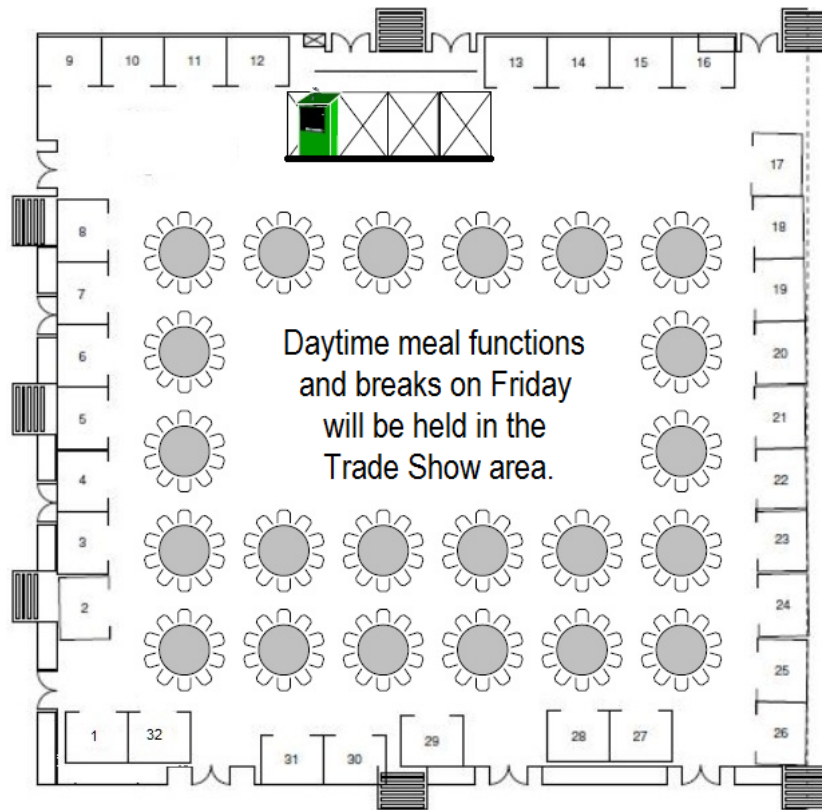
Please complete, sign and return the registration form along with your check by **March 8, 2019**.

Registrations received after this date cannot be guaranteed recognition in the convention brochure.

If you have any questions, please call either

Tammy Stanley or Ron Arrigo at the

NBA Office (402) 474-1555





2019 Annual Convention Trade Show Application Form

May 1 – 3, 2019 • Embassy Suites Omaha, LaVista, NE

Please type/print:

For Office Use Only	
Assigned Booth #	_____
Date Received	_____
Amount Due	_____
Amount Paid	_____
Notes:	_____

Contact Name* _____	Phone (____) _____
Title _____	Fax (____) _____
Address _____	E-mail _____
City/State/Zip _____	

**If this person is attending the trade show, please include in the list of booth participants below.*

INFORMATION AS YOU WISH IT PUBLISHED Please type/print:

Company Name _____	Preferred Location – (See Diagram)
Address _____	1. _____ 2. _____ 3. _____
City/State/Zip _____	
Phone (____) _____	Briefly describe the product/service you plan to display:
Fax (____) _____	_____
Web Site _____	_____
_____ Yes, I will need access to a phone line/internet*. (*exhibitor responsible for access & long-distance fees)	_____

Booth Participants – All booth participants **must** pay the \$105.00 booth participant fee to participate in the Annual Convention trade show activities. This fee covers the Trade Show Reception, Buffet Breakfast and the Awards Luncheon. **List the names of individuals for which name badges should be prepared. These names will appear on the roster of attendees.**

Name _____ <i>Complimentary</i>	Name _____ @ \$105.00
Title _____ City _____	Title _____ City _____
Name _____ @ \$105.00	Name _____ @ \$105.00
Title _____ City _____	Title _____ City _____
Name _____ @ \$105.00	Name _____ @ \$105.00
Title _____ City _____	Title _____ City _____

Booth Registration Fees - Check all that apply.

- # _____ NBA Member \$800
- # _____ Non-Member \$2,000
- # _____ Booth Participants @ \$105 each

Payment must be included with this application form. Any application form received without your payment will be returned. No phone-in applications will be accepted.

Cancellation Policy: (See full policy on the reverse of this form.)

Total Payment Due: \$ _____

- Master Card VISA Exp. Date: _____
- CVV: _____

Card Number: _____

Card Holder Name: _____

Signature: _____

Please return this completed and signed form along with your payment to the Nebraska Bankers Association by **March 8, 2019**:

**Nebraska Bankers Association / Education Center
P.O. Box 80008 / Lincoln, NE 68501-0008**

The authorized signer from your company hereby makes application for exhibit space at the Nebraska Bankers Association's 2019 Annual Convention.

By signing this form, you further agree to abide by the terms and conditions as set forth by the Nebraska Bankers Association on the reverse side of this application.

Please type/print and sign:

Name _____
Title _____
Signature _____
Date _____

Exhibitor Agreement

Agreement to Conditions -- Each exhibitor, for itself and its employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the Nebraska Bankers Association.

Assignment of Space -- Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each exhibition. Enclosed is a layout of the floor plan for the 2019 Convention. Exhibitors should designate three selections in order of preference when making application for space. While every effort will be made to assign first preferred space, it may not be possible. Priority for booth space is provided to NBA member institutions, Associate Members, & NBA Preferred Vendors. In any event, larger blocks of space will have priority over lesser blocks. The Nebraska Bankers Association's decision as to space allocation shall be final.

Payment must accompany each application for exhibit space-per 8' x 10' booth - Member: \$800 / Non-Member: \$2,000 plus the sum total of booth worker fees.

Cancellation by Exhibitor -- Should the exhibitor be unable to occupy and use the exhibit space contracted for, and should they notify the Association in writing, the following policy will be followed unless the space can be resold and then a full refund will be granted.

60 days prior to the conference

- full refund

30 - 59 days prior to the conference

- Administration fee of \$100 retained, balance refunded.

Less than 30 days prior to the conference

- no refunds granted.

Liability -- The Nebraska Bankers Association undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, its officials, agents or employees, or its representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold the Nebraska Bankers Association harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives or from the property of the exhibitor.

The Nebraska Bankers Association shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by the Nebraska Bankers Association for advertising, administration, etc.

Insurance -- In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of the Exhibit Facility -- Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas

and in conformity with directions of the Exhibits Manager, or convention hall manager or their assistants.

Booths -- Standard booth equipment (*back and side-wall draping, identification sign, and one table*) will be provided by the Nebraska Bankers Association without cost to the exhibitor if ordered in advance. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of eight feet on the back wall nor be higher than the side-wall specifications, except with specific permission of the Exhibit Coordinators. Any request for goods or services not previously mentioned, may result in an additional expense to the exhibitor.

Installation and Dismantling -- The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein.

Default Occupancy -- Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and the Nebraska Bankers Association shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied one hour before the official show opening.

Use of Space -- Exhibits shall be shown only in the official exhibit area as established by the Exhibits Office of the Nebraska Bankers Association. No exhibitor shall use its exhibit in any manner to interfere with the operation of any other exhibit. The Nebraska Bankers Association shall be the arbiters of all disputes and their decision shall be final.

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them. **Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission of the Nebraska Bankers Association only and shall be subject to an additional charge of \$150 per day/additional participant(s) for the run of the convention.**

Conflicting Meetings & Social Activities -- In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit area during the official hours of the convention or exposition.

No exhibitor may start to disassemble their display prior to 11:45 a.m. on Friday, May 3, 2019. All exhibits must be removed from the building by 4:30 p.m. on Friday, May 3. Failure to have exhibits out of the building by the designated time will result in additional rental charges as established by the management of the Embassy Suites Hotel Omaha, LaVista.

This agreement may be rescinded at any time without cause at the discretion of the Nebraska Bankers Association upon repayment of any fees advanced, less any expenses which may have been incurred by the Association.

Nebraska Bankers Association

PO Box 80008

Lincoln, NE 68501-0008

Phone: (402) 474-1555 / Fax: (402) 474-2148