



2019 Spring Affair - Vendor Rules & Expectations Form

Please acknowledge each line item by initialing and fill out all items below.

- _____ I understand that I need to stay within the dimensions of the designated booth space I purchased. If I do not, I give NSA staff the right to tell me to stay within my dimension. If I do not follow this rule I give the NSA staff the right to ask me to leave.
- _____ I understand that no set-up will take place after 2pm on Friday, April 26. Exhibitors will unload south of Pavilion 1 and move to parking lots east of Pavilion 1. There is no parking inside the building.
- _____ Sales are only allowed Friday 6-9pm and Saturday 9am-2pm.
- _____ I understand that I am responsible for cleaning and returning the space to conditions prior to move-in. Any fees incurred to bring exhibitor space to acceptable levels of the Lancaster Event Center will be charged to the exhibitor.
- _____ EXHIBITORS MUST BE REMOVED BY 4pm Saturday, April 27.
- _____ Spring Affair sponsors reserve the right to restrict exhibits and/or inappropriate items.
- _____ NO food or beverage for sale-LEC concessions are available. Food samples permissible if restricted to 2-ounce size.
- _____ Combustible products and balloons are NOT allowed on-site at the venue.
- _____ The Nebraska Statewide Arboretum will assume no liability for injury to property or person on or about the Lancaster Event Center and will not be responsible for damage to exhibits, merchandise, or concessions caused by theft, wind, hail, fire or water, or any cause whatsoever.
- _____ Exhibitors MUST send their completed Liability Clause and Insurance with registration.
- _____ Exhibitors MUST send a copy of their Nebraska Department of Agriculture Nursery License with their insurance if they are selling plants. If you need to obtain a nursery license, please do so from the following website:
<http://www.nda.nebraska.gov/plant/entomology/index.html>

To make sure you're on the newspaper mailing list, please call 402-472-2971

Registration Cancellation by Participant

- _____ Cancellations received prior to the deadline (March 22nd) may be eligible to receive a refund less a \$75 service fee. Please let us know via phone, fax, or email.
- _____ Cancellations received after March 22nd will NOT be eligible for a refund.
- _____ All refund requests must be made by the attendee or credit card holder and must include the name of the attendee and/or transaction number. Refunds will be credited back to the original credit card used for payment.

Business Name: _____

Authorized Signature: _____

Date: _____