



SAMPLE ONLY THIS IS THE  
OLD FORM  
FROM 2018



## 2018 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 27. 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 28.
- 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 attain 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

- Registration cancellations received prior to the deadline (March 2), 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 2 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:** \_\_\_\_\_