

Exhibitor Invitation



**100th Annual Convention
& Exhibition
April 10-12, 2017
Embassy Suites Hotel
La Vista, NE**

Exhibitor Booth Contract Application

Nebraska REALTORS® Association
 100h Annual Convention & Exhibition
 Embassy Suites Hotel • La Vista, NE
 April 10-12, 2017

Telephone: 800-777-5231 or 402-323-6500 • Fax: 402-323-6501 • Email: tammyb@nebraskarealtors.com

1 EXHIBITOR INFORMATION

Exhibitor Company Name		
Street Address		
City	State	Zip
Contact Name	Contact Phone	Contact Fax
Email	Website	
Representatives (to be present during exhibition)		
1.	2.	3.
4.	5.	6.

2 EXHIBITOR SPACE

Exhibitor Options	Early Bird (expires 3/17/17)	Regular (3/18/17 - 3/24/17)
Package <ul style="list-style-type: none"> 2 day exhibition booth Full page program ad (5" width x 8" height) (must be received by 3/20/17) 	REALTOR® & Affiliate Members <input type="checkbox"/> \$500 Non Members* <input type="checkbox"/> \$625	REALTOR® & Affiliate Members <input type="checkbox"/> \$550 Non Members* <input type="checkbox"/> \$675
Booth Only <ul style="list-style-type: none"> 2 day exhibition booth 	REALTOR® & Affiliate Members <input type="checkbox"/> \$400 Non Members* <input type="checkbox"/> \$525	REALTOR® & Affiliate Members <input type="checkbox"/> \$450 Non Members* <input type="checkbox"/> \$575
<i>*Join as an affiliate member & save!</i>		
Booth Preference (refer to diagram on back page)		
1st Choice	2nd Choice	3rd Choice

3 ADDITIONAL ITEMS

Exhibitor Card Exhibitor cards will be provided to all registered attendees. Attendees will be required to have their card stamped by all participating exhibitors to be eligible to win prizes. The stamps for the exhibitors will be provided by the Nebraska REALTORS® Association.	<input type="checkbox"/> Yes, I would like my company included on the exhibitor card.	\$50
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4 PAYMENT

Check (Make checks payable to Nebraska REALTORS® Association)
 Visa MasterCard Discover

Account Number _____
 Expiration Date _____
 Cardholder's Name _____
 Signature _____

Total \$ _____
 Amount Enclosed \$ _____
 (Minimum of 50% of Total)

Balance Due 3/120/17 \$ _____

5 SIGNATURE AND AGREEMENT

The exhibitor agrees to abide by all exhibit terms, conditions and regulations set forth in this contract.

 Authorized Signature Date

 Printed Name

 Title

 Phone

For more information, contact Tammy Brookhouser at 800-777-5231, 402-323-6500 or email tammyb@nebraskarealtors.com. Mail this form with payment to NRA, 800 S 13th St, Suite 200, Lincoln, NE 68508, or fax to 402-323-6501. Exhibition booth information is also online at www.nebraskarealtors.com.

Exhibitor Booth Rules and Regulations

Nebraska REALTORS® Association
100th Annual Convention & Exhibition
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ABOUT THE CONVENTION

REALTOR® members attend the Convention for FREE and receive three hours of continuing education with their free registration. The attendance will be between 800 to 1,000 attendees. The Convention runs April 10-12. Features of the event include the exhibition, 40+ hours of continuing education classes and broker approved training credit, a broker education session, REALTOR® Rookie Training, luncheons and networking functions.

ACCOMMODATIONS & LOCATION

Exhibitors must make their own hotel reservations.

Embassy Suites Hotel
12520 Westport Pkwy
La Vista, NE 68128
Room rate: \$139 single/double

1-800-EMBASSY, 402-331-7400 or go to www.embassysuiteslavista.com and enter NRA in the group code box. *Room reservations must be made prior to **March 16, 2017** to receive the established rates.*

The Embassy Hotel-La Vista is located at the intersection of I-80 & Giles Road at Exit 442, adjacent to Cabela's Retail Superstore. It is 20 minutes from Omaha's Eppley Airport (OMA) and 40 minutes from Lincoln.

APPLICATION & ELIGIBILITY

Application for booth space must contain the information as requested and be executed by an individual who has authority to act for the applicant. The word "Association" used herein, shall mean the Nebraska REALTORS® Association, or its officers, directors, committees or members, employees or agents acting on behalf of the Association, in the management of the exhibition. The Association reserves the right to decline any application for space, if in the Association's judgment, the products or services to be displayed are not applicable to the professional activity of its members.

ATTENDANCE

The Association shall have sole control over all admission policies at all times. Each exhibitor will be provided with name badges for each booth representative. Exhibitor name badges will be required to access all non-ticketed events.

BOOTH ASSIGNMENTS & SPECIAL SETUP

The Association will assign space on a first come, first served basis. All booths are two-day booths. The price of the booth includes 8' high back drapes, 3' high side dividers, an identification sign, one 8' table covered and skirted and two chairs. The booths are approximately 10' wide x 8' deep. The Association reserves the right to alter locations of booths as shown on the official floor plan. To order additional tables or chairs, contact AAA Rents at 402-467-4151, or go to www.nebraskarealtors.com to complete a form. *All AAA Rents orders must be placed no later than **April 1, 2017**.*

DAMAGE TO PROPERTY

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Any costs will be at the expense of the exhibitor. Exhibitors are liable for any damage caused to the building, floors, walls, columns, standard booth equipment or to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building, floors or standard booth equipment.

DISPLAYS

The Association retains absolute discretion and authority in the placement, arrangement and appearance of all exhibition displays. No liability shall attach to the Association for costs that an exhibitor may incur in complying with any such Association directives.

ELECTRICAL / UTILITIES

To order utilities or audio visual, go to www.nebraskarealtors.com and print the hotel electrical/utility order form. *All utility orders must be placed by **April 1, 2017** through the hotel.*

EVENTS

Tuesday and Wednesday, April 11-12, the REALTORS® registration desk will open by 8:00 AM. Attendees will be arriving for morning classes between 8:00-9:00 AM. Class hours for attendees are 9:00 AM to 12:00 PM and 2:00 PM to 5:00 PM. A 30 minute break is scheduled during each class.

EXHIBITION SETUP & HOURS

NRA reserves the right to alter the hours listed.

Set-up:	4/10/2017	2:00 PM – 4:00 PM
Hours:	4/11/2017	8:30 AM – 8:00 PM
	4/12/2017	8:30 AM – 2:00 PM
Tear down:	4/12/2017	2:00 PM

Tuesday evening features the exhibition reception from 5:15-8:00 PM. The reception provides exhibitors the opportunity to showcase products and services to our attendees. Members are treated to cocktails and hors d'oeuvres in the exhibition area. Exhibitors wishing to give away prizes and gifts may do so during this reception.

INSTALLATION, REMOVAL, DISMANTLING & LOADING

After the exhibit is installed, please remove all empty containers until after the close of the exhibition. All packing containers, wrapping paper, etc. are to be removed from the exhibit floor. Exhibitor shall adhere to the hours and dates on installation, showing and dismantling as specified by the Association. Failure to comply may cause the Association to refuse future exhibiting privileges. Loading and unloading at the Embassy Suite Hotel & Conference Center will take place on the north side of the building (side of the building facing Giles Rd). For a loading diagram, visit www.nebraskarealtors.com.

LIMITATION OF LIABILITY: INDEMNIFICATION

The exhibitor for itself, its successors and assigns hereby releases the Association from any and all claims of every sort it may have against the Association based upon, arising out of, or in connection with the exhibitor's occupancy and use of the exhibition premises, or any action or inaction of any nature of the Association in connection with or related to the exhibition, including, but not limited to: loss, theft,

damage, destruction, orderly or non delivery of goods, display material and other effects; any injury to exhibitor, its employees, agents, representatives or guests while on the exhibition premises; any damage to exhibitor's business by reason of the failure to provide space for the exhibit or removal of exhibit; failure to hold the exhibition as scheduled.

PAYMENT

Not less than fifty (50%) percent of the price of the booth space applied for shall be forwarded with the contract and space application and the remaining fifty (50%) percent shall be due and payable at the time provided for in the contract, attached to these terms and conditions. If full payment is not received by the specified date, the assigned booth space will be forfeited without refund as liquidated damages and the Association reserves the right to resell the assigned booth space. Failure to show, after payment in full, forfeits the price paid as liquidated damages and the Association reserves the right to resell the booth space. *No refunds will be made after **March 20, 2017**.* All refund requests must be in writing.

RIGHT TO PRIVACY

This is an open exhibition. No restrictions are made regarding exhibitors visiting displays on the exhibition floor. Each exhibitor is expected to conduct himself in a courteous manner and respect the rights of fellow exhibitors. Handling display samples, picking up literature or the taking of photographs may be done only with the permission of the exhibitor.

SECURITY

The ballroom exhibition area will be locked by the hotel. If you feel you need to store your items, please let us know in advance so we can make arrangements with the hotel.

SHIPPING & HANDLING

Exhibitors will be responsible for freight handling. All shipping will be handled through Embassy Suites. For information regarding inbound and outbound shipping, please go to www.nebraskarealtors.com. For questions regarding shipping, please contact Embassy Suites at 402-331-7400.

SIGNS

Should the wording on any sign or area in any exhibitor's booth be deemed by the Association to be contrary in any way to the best interests of the exhibition, the exhibitor shall make such changes in said signage as requested by the Association.

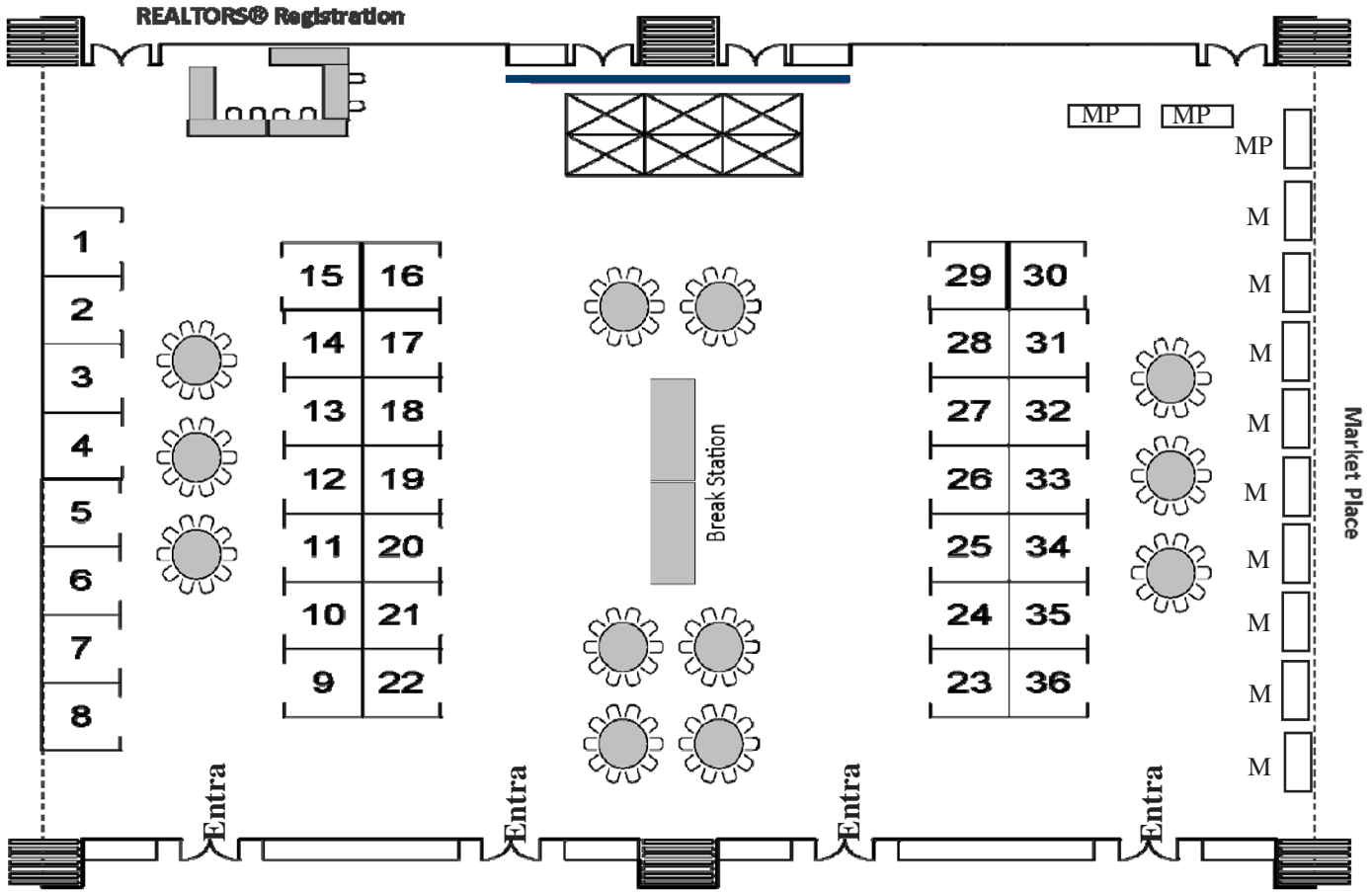
SPONSORSHIP OPPORTUNITIES

In addition to exhibiting, sponsorship opportunities are available. Show your support of the Convention and promote your products or services. For sponsorship information visit www.nebraskarealtors.com or contact Dani Jennings at 800-777-5231, 402-323-6500 or dani@nebraskarealtors.com.

TICKET PURCHASES

Exhibitors may purchase tickets for ticketed events. Tickets can be purchased online at www.nebraskarealtors.com. Registration forms may also be obtained by calling the Association office at 800-777-5231 or 402-323-6500.

Exhibitor Booth Floor Plan



Nebraska's Largest Real Estate Tradeshow
 April 10-12, 2017

PRSR STD
 U.S. POSTAGE
 PAID
 Permit No. 67
 Lincoln, NE

Nebraska REALTORS® Association
 800 S 13th St, Suite 200
 Lincoln, NE 68508