



Nebraska  
Independent  
Community  
Bankers



# ***Exhibitor Prospectus***

November 12 – 13, 2020

Annual Conference

Community Banking **STRONG**

Graduate Lincoln Hotel

Lincoln, Nebraska

NICB Annual Conference Exhibitor Prospectus  
Trade Show - November 12, 2020



**Updated**  
6/15/20

LAYOUT is not to Scale and meant to provide you with an example of how it will be arranged.

Booths are 8 x 10 with side and Back wall. Booths will be around the perimeter of the room with tables in the middle.

General Session, Lunch, Evening reception with PAC Auction event will be held in the Trade Show area.

## General Information

We have 22 booths available at our new conference site, Graduate Lincoln Hotel. The sessions and trade show will be in one room to provide more time for bankers to visit your booth.

**As of this printing we currently plan on having the Annual Conference in Lincoln, Nebraska at The Graduate hotel we are prepared to issue a refund if we decide to provide a virtual meeting.**

- 1) Reservations for exhibit space must be made directly with the Event Manger. An example of the Exhibit Hall is included to give you an idea of the layout. NICB reserves the right to make changes at any time in the location, size and display limits of any booth if this is in the best interest of the show.
- 2) The NICB Trade Show is a one-day event on Thursday of the two-day conference. This provides the most time so attendees can learn more about the products and services available to them. A one stop shopping experience for you to meet the CEOs and Directors of our community banks in Nebraska.
- 3) BOOTH RENTAL FEE: \$ 475 Members, \$975 Non-Members and **INCLUDES ONE ATTENDEE** in booth. This provides admittance to Thursday Events only. Additional Fees apply if attend events on Friday.
- 4) **ALL ADDITIONAL ATTENDEES for your Company MUST REGISTER AT \$125 EACH. This registration fee applies to Thursday only.**
- 5) All booth spaces are 8' deep x 10' wide, uniform in design and professionally draped and included the standard equipment:
  - 8' high curtained back wall in show colors
  - 3' curtained side walls in the show colors
  - 8' banquet table with floor length cloth in white, two chairs
  - I.D. sign
  - Electricity if requested on application
- 6) All other booth equipment including tables, furniture, booth set up are available from our drayage company AAA Rents. Exhibit storage and drayage is handled by AAA Rents. A separate freight and shipping form is available.
- 7) The Exhibit hall is carpeted and well lit.
- 8) Wi-Fi will be available in Exhibit Hall. Hard-wired internet hookups must be ordered directly from Graduate Hotel, Sales office, 402-475-1038.
- 9) Displays must conform to city fire ordinances and regulations. Exhibitors will be held responsible for loss and/or damage to exhibits or other properties while such are on the hotel property. The exhibitor shall accept full responsibility for any damage caused by the exhibitor or his representatives and agrees to indemnify and save harmless the hotel, the NICB, AAA Rents and/or their personnel from and against any and all claims for any such loss, damage or injury, no matter how caused.

Exhibitors should not interfere with neighboring exhibits and must avoid use of bright or flashing lights, loud noises, or displays which obstruct view, etc.
- 10) If the Conference is cancelled by the NICB or by governmental authority Exhibitors will get a full refund of their exhibit registration fees paid.
- 11) Booth location or applications will not be confirmed until payment is received.

## Set-Up, Showing and Dismantling of Exhibits

**Set-Up: Thursday, Nov 12 8 am – 9:30 am** Exhibitors must booth materials in place by 10 am

**Showing: Thursday, Nov 12 Noon – 7:00 pm**

**Teardown: Thursday after 7:00 pm or Friday, Nov 13 7:30 am - 8:30 am**

## Accommodations

Graduate Lincoln  
402-475-9987  
141 North 9<sup>th</sup> Street, Lincoln, Nebraska

## Drayage Company

AAA Rents  
Becky Boehm  
[beckyb@aaarentsevents.com](mailto:beckyb@aaarentsevents.com)  
402-467-4151  
2700 North 27<sup>th</sup> St  
Lincoln NE 68521

## Exhibit Hall Activities

### **Luncheon**

Thursday, November 12  
12:00 Noon – 1:30 pm  
Opportunity to meet attendees while having lunch.

### **Reception and NICB-PAC Auction**

Thursday, November 12  
5:00 pm – 7:00 pm  
Bankers and guest will have time to talk with representatives and bid on our silent and live auction items. NICB is sponsoring a Preferred Customer Drawing for any outside appointments or bankers that buy a product or service from an exhibitor during the trade show. Only new business appointments or purchases qualify for entry. Must be present to win.

## Who Should Exhibit

The Nebraska Independent Community Bankers Annual Conference is attended by the Directors and Officers of privately held financial institutions in Nebraska. The trade show provides a marketing opportunity for companies who provide products and services to meet community banks in person at one location. Our bankers enjoy the opportunity to meet with you outside of the bank.

## Special Notice

NICB has established Safety First Best Practices policy for our Live events. NICB will work with the venue to set up the room to maximize space and distance between attendees. With this in mind, we have extended breaks to adhere to the social distance to provide opportunities for attendees to visit your booth. If the State changes it's current COVID regulations on the maximum number of attendees for a gathering to 10 or less we will cancel the live conference and a full refund will be given of exhibit fees paid.

# 2020 Exhibit Booth Application & Contract

## Nebraska Independent Community Bankers

**Exhibit Date:** **Thursday, November 12, 2020**

**Location:** **Graduate Lincoln Hotel**

**141 North 9<sup>th</sup> Street  
Lincoln, Nebraska**

**Contact for Exhibitor:**

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

**Exhibit Fees**

**NICB Associate Member:**

**8 x 10 Exhibit Space \$ 475.00** incl. **One (1) Attendee** for Thursday events in Exhibit hall and general sessions only. Additional registration fees will apply to attend Friday events or sessions.

**Non-Member:**

**8 x 10 Exhibit Space \$ 975.00** incl. **One (1) Attendee** for Thursday events in Exhibit hall and general sessions only. Additional registration fees will apply to attend Friday events or sessions.

**Company Name** as you wish to have it appear in printed conference materials and Display Signage:

\_\_\_\_\_

\_\_\_\_\_

Conference Print materials will be prepared from information provided on this form.

**Type of Business:**

\_\_\_\_\_

**Company:**

\_\_\_\_\_

Billing Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State:

Zip:

\_\_\_\_\_

**Name for Exhibitor Badge:** copy as needed for additional names

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

**Exhibit Space:** Booth size is 8' x 10' with back and side rails (3' high) curtained in show color, table covered, company signage and 2 chairs. Floor is carpeted and Electricity is included if requested on application.

**Preferred Location** (see map for booth numbers):

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

**Do you Need Electricity?** YES NO

Please request in advance

**Company Description:**

**attach separately typed information**

**NO CREDIT CARDS ACCEPTED**

**NOTE NEW ADDRESS – no PO BOX**

**Return Form & Payment to:**

**Check payable to:** NICB  
Nebraska Independent 1001 S 70 St Ste 101  
Community Bankers Lincoln, NE 68510

By submitting this signed copy of Exhibit Application & Contract, we (exhibitor) understand and agree that this application is an offer which is subject to the absolute right of NICB to accept or reject. Upon acceptance of this application, we (exhibitor) agree to the terms of the set forth in the NICB Exhibitor Application.

**Signature** \_\_\_\_\_

Title

Date

\_\_\_\_\_

## REGULATIONS AND CONDITIONS OF EXHIBIT SPACE CONTRACT

### 1. CONTRACT FOR SPACE

By submitting application for exhibit space, the applicant releases the Nebraska Independent Community Bankers (NICB) from any and all liabilities to applicant, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. NICB determines the eligibility of any company or product for exhibit. Acceptance of an applicant does not imply endorsement by NICB of the applicant's products or services; nor does rejection imply lack of merit of same. This application for space (when endorsed by the NICB with notice of space assignment) constitutes a contract for the right to use the space. Rental for space is payable prior to the actual show opening. No refund may be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at the opening of the exhibit, NICB may rent or use it without obligation or refund.

### 2. ARRANGEMENT OF EXHIBITS

The space provided will be as shown on the floorplan insofar as possible, but NICB reserves **the right to make changes at any time** in the location, size and display limits of any booth if this is in the best overall interest of the show. Exhibits may not project beyond the space allotted or interfere with traffic to exhibits of others. Aisles are under control of NICB and may not be used for exhibits.

### 3. USE OF SPACE

No exhibitor may sublet, assign, or apportion any part of the space allotted, or represent, advertise, or distribute literature for the product or services of any other firm or individual except as approved in writing by the NICB. The purposes of the exhibit are to inform and educate attendees regarding services and products available from the exhibitors.

### 4. RESTRICTIONS

NICB reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Convention as a whole. It may forbid installation or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from the design and description given advance approval. In the event of such restrictions or evictions, NICB is not liable for any refund or rental or other expenses.

### 5. CONDUCT

Exhibitors operating sound motion picture equipment, cassette players, loudspeakers or any other noise-creating devices shall do so only at a level which will not interfere with other exhibitors, or NICB may require discontinuance of their use. All demonstrations, interviews and other exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors to the exhibit. No undignified manner of attracting attention will be permitted. The exhibitor agrees not to sponsor group functions or other activities in conflict with any programmed Convention event.

### 6. SOUVENIERS AND SAMPLES

Distribution of souvenirs and samples in a dignified fashion is permitted provided there is no interference with other exhibits.

NICB may withhold or withdraw permission to distribute souvenirs, advertising, or any other material it considers objectionable.

### 7. FIRE REGULATIONS

Booth decorations and construction must conform to local fire regulations. Cloth and other flammable materials must be flameproof.

### 8. SHIPPING

Drayage company for the Trade Show is AAA Rents. Please submit forms provided or contact Becky Boehm, AAA Rents Exhibiting company is responsible for getting Booth Materials to and removed from the Graduate Hotel. *NICB is not responsible for the distribution or PICK UP of your materials at the end of the Event.*

### 9. CARE OF PREMISES

No part of an exhibit and no signs or other materials may be pasted, nailed or otherwise affixed to walls, doors, or other surfaces in a way that might mar or deface the premises or booth equipment and furnishings Damage from failure to observe this notice is payable by the exhibitor.

### 10. EXHIBITOR BADGES

All exhibitors must be registered to receive a name badge and work the exhibit area. Exhibit personnel must wear NICB identification badges while on the exhibit floor. Registered exhibitors are entitled to food and beverage amenities in the exhibition hall.

### 11. INSTALLATION & REMOVAL OF EXHIBITS

Exhibitors can set up exhibits and tear down during the designated times provided on schedule. Any Exhibitor not set up by Noon may forfeit their space. Exhibit materials must be removed, no storage space is available at DelRay Ballroom.

### 12. INABILITY TO PERFORM

If the Nebraska Independent Community Bankers Association should be prevented from having the NICB Annual Conference and Trade Show by any cause bond its control, or if it cannot permit the exhibitor to occupy this due to circumstances beyond its control, NICB will refund to the exhibitor the amount of the rental fee paid by company. The Nebraska Independent Community Bankers shall have no further obligation or liability to the exhibitor.

### 13. INTERPRETATION AND ENFORCEMENT

These regulations become a part of the contract between the exhibitor and the Nebraska Independent Community Bankers. NICB has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question, not covered by these regulations are subject to the decision of NICB and all decisions so made shall be binding on all parties affected by them, as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of NICB, conduct themselves unethically, may be dismissed from the exhibit without refund or other appeal.

### 14. DRAYAGE COMPANY

Information and forms for drayage company and shipping materials will be sent to contact person listed on form.