

Exhibitor Guidelines & Information

Exhibitor Rules

We hereby make application for booth space according to the official floor plan to be used for an exhibit at the No-till on the Plains, Inc. Winter Conference at the Salina Bicentennial Center on Jan. 24-25, 2017, to be conducted by the No-till on the Plains, Inc. All exhibitor rules and information governing the No-till on the Plains, Inc. Winter Conference are accepted by us, and made part of this contract, and we agree to comply with all of them, taking the space for exhibition purposes under the terms and conditions set forth below.

Exhibit Hours

- Monday, Jan. 23: Exhibitor move-in as scheduled; registration check-in required
- Tuesday, Jan. 24: 8 a.m. to 6:30 p.m. (Facility open at 7:30 a.m.)
- Wednesday, Jan. 25: 8 a.m. to 4 p.m.

Move-in

- Move-in Center opens Monday, Jan. 23, at 8 a.m. for scheduled move-in and closes at 5 p.m. sharp.
 - Additionally, small booth displays may be set up on Tuesday, Jan. 24, before 9 a.m.
 - Handicapped areas and sidewalks are absolutely *off limits* for loading/unloading.
 - All booth spaces will be pre-marked to ease with set-up.
 - Large machinery may be displayed outside in the East Parking Lot (avoid handicapped stalls).
- Questions? Contact Shannon Krueger, Event Coordinator: (785) 210-4525.

Move-out

On Wednesday, Jan. 25, exhibitors may pack-up and move out only during these periods:

- **Option 1:** 4 p.m. until 4:50 p.m.
- *Quiet time: 4:50 p.m. to 5:45 p.m. (STRICTLY ENFORCED)*
- **Option 2:** 5:45 p.m. until 7 p.m.

Move-out will not be permitted between 4:50 p.m. and 5:45 p.m. All move-out activity must cease during this quiet period, *which will be strictly enforced to avoid disturbing the arena session*. Please respect these timeframes to provide the best experience possible for attendees. All displays must be removed by 8 p.m., Jan. 25.

The Bicentennial Center can provide a forklift driver for move-in if needed. Please call the facility directly at (785) 826-7200 to schedule. A 14' W x 17' H door offers easy access.

Shipping supplies

- Ship your booth supplies to:
Bicentennial Center, 800 The Midway, Kenwood Park, Salina, KS 67402-1727
- Shipping tags must carry exhibitor name and "No-till on the Plains Winter Conference."
- Bicentennial Office phone: (785) 826-7200

No-till on the Plains is not responsible for the shipping or receiving of your exhibit.

Name Badges

Name badges must be worn during the entire show. A name badge must be purchased for each person working the exhibit and may not be exchanged between exhibitors working different days.

Exhibitors not wearing name badges, or found wearing swapped badges, will be asked to pay registration fees – *no exceptions*.

Exhibitor Packets and Check-in

Exhibitor packets containing show information and nametags must be picked up at the appropriate registration area in the arena (Monday) or the front lobby area (Tuesday) of the Bicentennial Center.

Booth Supplies and Decorations

- Each exhibit space will include an 8' draped table and pipe and drape backdrop and 2 folding chairs.
- For additional booth furnishings, you may order and pay for items during registration at notill.org. Items are fulfilled by the Helgerson Company. Do not remove tables and chairs from other booths.
- Round cocktail tables found on the trade show floor may NOT be used in your booth. You may rent a cocktail table for your exhibit space from the Helgerson Company. Electricity is available throughout the Bicentennial Center for an additional charge and may be reserved during registration at notill.org. Pre-order for the best pricing. *Bring your own extension cord.*
- All items on display must lie within the four boundaries of the assigned exhibit area.

Cancellation Policy

Cancellation of this contract will be granted if No-till on the Plains, Inc. is notified in writing. Exhibitors will be charged a 25% fee for cancellation prior to Dec. 31, 2016. The lessee will be held responsible for the entire rental fee after Jan. 1, 2017.

Liability

It is expressly understood and agreed between the exhibitor and No-till on the Plains, Inc. that No-till on the Plains, Inc., its members, and the Salina Bicentennial Center will not be held responsible for any loss of, or damage to, goods and property of exhibitors and exhibitors' employees. Each exhibitor, upon signing a contract/application for space, expressly releases No-till on the Plains, Inc. from, and agrees to indemnify them against all claims.

Contract Acceptance

When this contract is accepted, No-till on the Plains, Inc. agrees to give us the use of the space, to be used by us in consideration of and for the purpose and time aforesaid. No-till on the Plains, Inc. agrees to the terms herein stated, and to the terms and conditions set forth above.