2016 Spring Affair Plant Sale Contract
Exhibitor setup Friday April 22nd 9am-2pm
Plant Sale: April 22nd 6pm-9pm
April 23rd 9am-2pm

Vendors/ Exhibitors
Reserve space now!
Contract/payment due March 1, 2016

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10'x15' booth</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>10'x15' educational booth</td>
<td>No Cost</td>
</tr>
<tr>
<td></td>
<td>*Educational booths are for non-profit and student organizations only. No sales or money exchange allowed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' banquet table</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Chair</td>
<td>$10</td>
</tr>
<tr>
<td></td>
<td>220 electric</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>110 electric</td>
<td>No Cost</td>
</tr>
<tr>
<td></td>
<td>Water</td>
<td>No Cost</td>
</tr>
<tr>
<td></td>
<td>1 boxed meal for Friday night</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>1 boxed meal for Saturday lunch</td>
<td>$15</td>
</tr>
</tbody>
</table>

Total Charge: $

Dividers, curtains, tables and chairs, and meals are NOT included in booth rental. If you decide to add any of these items, please add these costs to your total price.

Unloading/loading requires use of large trailer (Check if yes)

Exhibitor Rules and Expectations
• No set-up after 2 pm Friday, April 22. Exhibitors will unload south of Pavilion I and move to parking lots east of Pavilion I. There is no parking allowed inside the building.
• Sales are only allowed Friday 6 - 9 pm & Saturday 9 am - 2 pm
• Exhibitors are responsible for cleaning and returning their space to conditions prior to move-in. Any fees incurred to bring exhibitor space up to acceptable levels of the Lancaster Event Center will be charged to the exhibitor.
• EXHIBIT MUST BE REMOVED BY 4:00 p.m. Saturday, April 23.
• Ineligible exhibitor products: VENDORS MAY NOT OFFER PLANTS AVAILABLE at plant sale: 2015 Full plant list. These plants-- perennials, herbs, grasses, wildflowers, etc.—may NOT be sold by exhibitors.
• Spring Affair sponsors reserve the right to restrict exhibits and/or inappropriate items.
• NO food or beverages 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.
• Music/sound only at acceptable levels and by permission of sponsors.
• 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 link:  
• To make sure you're on the newspaper mailing list, call 402-472-2971.

Registration Cancellation by Participant
• Registration cancellations received prior to the deadline may be eligible to receive a refund less a $75 service fee.
• Cancellations must be received before March 1 via phone, fax or e-mail.
• Cancellations received after March 1 will not be eligible for a refund.
• All refund requests must be made by the attendee or credit card holder.
• Refund requests must include the name of the attendee and/or transaction number.
• Refunds will be credited back to the original credit card used for payment.