



INFORMATION FOR EXHIBITORS

EXHIBIT SET-UP

Friday, July 23, 2010

3:00 p.m.-5:00 p.m.

Please note that we will have exhibit booths both inside and outside. If your booth is outside and includes items that can be outside overnight without damage, please consider setting up your display on Friday as those participating in the bus tour will return to Lyons around 5:00 and will have opportunity to begin visiting exhibit booths upon return.

Saturday, July 24th

6:00 a.m.— 8:00 a.m.

EXHIBIT HOURS

Friday, July 23, 2010 (Optional)

4:00 p.m.— 8:00 p.m.

Saturday, July 24, 2010

8:00 a.m.— 4:00 p.m.

BREAK-DOWN

Saturday, July 24, 2010

3:00 p.m.— 4:00 p.m.

The Center for Rural Affairs understands that sponsors and exhibitors have committed themselves to a significant investment and for that reason; exhibition booths are assigned on a first-come, first-served basis. Booth reservations are confirmed once payment is received in full. Your exhibit space investment includes an 6' table, two (2) chairs and a standard booth identification sign with your organization's name.

INSTALLATION AND BREAKDOWN INSTRUCTIONS

All exhibitors assume responsibility for the cleanliness and maintenance of the area. Exhibitors are additionally responsible for their own exhibits in the event of vandalism, theft, personal injury, etc. (See liability clause on application).

Exhibits must be in place by 8:00 a.m. on Saturday, July 24, 2010. Exhibit break-down may be begin at 3:00 p.m. on Saturday, July 24, 2010. Electricity will be available for all exhibitors for a fee of \$15 (see Exhibitor Application).

PAYMENT POLICY

Exhibit space will not be assigned without payment in full. Full payment must be received in order to occupy booth space. The Center for Rural Affairs reserves the right to resell and/or to reassign exhibit space for reservations that are not paid in full by the July 15, 2010 deadline.



Exhibit Registration for 2010 Energy Fair



MAILING ADDRESS

Company Name: _____
 Exhibit Contact: First Name: _____ Last Name: _____
 Street/PO Box: _____
 City: _____ State: _____ Zip/Postal: _____
 Telephone: _____ Fax: _____
 E-mail Address: _____ Website: _____
 Booth Name (exact wording): _____
 What do you plan to exhibit? *(Please list your product or service)*

Contact me to discuss the following opportunity: Sponsorship

PHOTO/PRESS RELEASE

I, _____ hereby give my consent to have any and all photographs and any other audio/visual materials taken of me for, but not limited to promotional material, educational activities, exhibitions or for any other use for the benefit of The Energy Fair and such materials will be the property of the Center for Rural Affairs.

EXHIBITOR BOOTH RATES

Inside Booth Outside Booth

- 1 Exhibit Booth — Early Bird Rate (Before June 30, 2010).....\$35
- 1 Exhibit Booth — Regular Rate (After July 1, 2010).....\$50
- Access to Electricity—additional charge.....\$15

TOTAL ENCLOSED \$ _____

Check enclosed, payable to **Center for Rural Affairs**

Please send payment and completed application form for exhibit space to:

Center for Rural Affairs
Attn: Stephanie Fritz, PO Box 522. Creighton, NE 68729

For Questions Call: Stephanie Fritz, (402)358-3432, stephanief@cfra.org

Do you know of others who may be interested in purchasing an exhibit booth or becoming a sponsor for the 2010 Energy Fair? If so please specify below. **Business Name:** _____ **First Name:** _____ **Last Name:** _____

Address: _____ **City, ST, Zip:** _____

Phone _____ **E-mail:** _____

LIABILITY

The Center for Rural Affairs (CFRA) shall not be responsible for any loss, theft, damage injury or liability that may occur to exhibitor or exhibitor's staff, agents, successors or assigns or property from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibitor contract, and the exhibitor on signing of contract expressly releases CFRA from and agrees to indemnify same against any and all claims for such loss, damage, or injury. Exhibitor further agrees to keep booth space free from any conditions which might cause injury to any person coming into such space and to defend and indemnify the CFRA, from all claims, judgments, suits, costs, charges, damages and expenses to any nature that may accrue to persons or property either on account of events within its booth space or by reason of acts or omissions by any of its representatives or employees, agents, successors or assigns. Exhibitor is entirely responsible for its leased space and agrees to reimburse the CFRA for any damage done to the space which has been leased. Any damage to the building or property of the City of Lyons, Lyons, Nebraska, due to any actions of the exhibitor or exhibitor's employees, agents, successors or assigns shall be the sole responsibility of the exhibitor.

TERMS OF PAYMENT

Full payment and application form for exhibit space is due to reserve an exhibit booth. No refunds will be given for cancellations received after July 22, 2010.

Signed: _____ Date: _____