To: NRCSA Business Affiliates

From: Jack Moles, Executive Director

Re: 2025 NRCSA Spring Conference

The 2025 NRCSA Spring Conference is approaching! Enclosed is information regarding exhibit space. The dates for this year's conference have been set for March 20-21 at the Crowne Plaza and Younes North Convention Center. I have enclosed all exhibitor information. There are a total of 96 exhibit spaces available: ***don't delay, these booths will sell out!*** The cost of an exhibit space is $485.00, with $5.00 dollars of every registration going to support NRCSA scholarship funds.

Exhibit times will be: Thursday - March 20 - 7:30 a.m. to 5:30 p.m.

Set up times will be: Wednesday - March 19 - after 6:30 p.m.

Take down times will be: Thursday - March 20 - after 5:30 p.m.

**(Please be sure not to take down your exhibits prior to 5:30 p.m.) We will have an event in the exhibit area specifically for our members from 4:30 p.m. to 5:30 p.m.**

Please complete the enclosed forms and return by February 17**,** 2025 to: NRCSA - 440 S 13th Street, Suite B, Lincoln, NE 68508. **PLEASE NOTE THAT NRCSA’s ADDRESS HAS CHANGED. We have moved to a new building.**

Should you have any questions, please feel free to contact Jeff Bundy, NRCSA Office Manager, at (402) 202-6028 or jbundy@nrcsa.net.

**Date**: March 19, 2025 Exhibitor Setup, after 6:30 p.m.

March 20, 2025 Exhibits Open, 7:30 a.m. - 5:30 p.m.

**Location:** Younes North Convention Center

Gold Room 4,5,6,10,11,12

707 W Talmadge St

Kearney, NE 68845

**Set-Up:** March 19, 2025 after 6:30 p.m.

**Booth Information:** 8-foot tables, 2-chairs, table clothed only, pipe and drape

Free electricity and wireless high-speed Internet

**Exhibit Exposure:** NRCSA makes every effort to give exhibitors ample visitation by attendees. Participants are encouraged to visit the exhibits. Incentives will be offered attendees for visiting exhibitors.

**Program Ads:** If you would like to purchase an ad for your company in the conference program, please contact Jeff Bundy at (402) 202-6028 or [jbundy@nrcsa.net](mailto:jbundy@nrcsa.net)

**Exhibitor Lodging:** There is a block of rooms available at a special rate at the Crowne Plaza (the hotel connected to Younes North) (308) 238-7000 and at the Hampton Inn (308) 234-3400. Exhibitors are responsible for making their own room reservations with the Hotel.

**Meals:** One (1) lunch on Thursday, March 20 is included with the exhibit registration fee. Should you wish to purchase additional meals ($30.00 each), please list so on your Exhibit Forms. Lunch is served in Silver Rooms 4,5,6, 10,11,12, at noon, on Thursday March 20.

**NRCSA Exhibitor Registration Form and Contract 2025**

**Please complete this form entirely so we can include the information in the NRCSA Exhibitor Directory**

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Person: |  |
| Contact Person e-mail Address: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City: |  | State: |  | Zip Code: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone Number: |  | Fax Number: |  |

***This is the address and contact information that will appear in the directory***

**Additional Contacts –** *Name badges will be printed for all individuals listed*

|  |  |  |  |
| --- | --- | --- | --- |
| Contact 1 Name: |  | E-mail Address: |  |
| Contact 2 Name: |  | E-mail Address: |  |
| Contact 3 Name: |  | E-mail Address: |  |
| Contact 4 Name: |  | E-mail Address: |  |
| Contact 5 Name: |  | E-mail Address: |  |

**Business Description (Be specific and concise)**

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| --- |
|  |

**Exhibit Fee:** $485.00 (make checks payable to NRCSA)

**Additional Meals:**

One (1) lunch on Thursday, March 20 is included with the exhibit registration fee, additional lunches may be purchased for $30.00 each. In order to get an accurate meal count, please complete the boxes below. Lunch is served in Silver Rooms 4.5.6.10.11,12, at noon, on Thursday March 20.

|  |  |
| --- | --- |
| A representative from my company will be present for lunch on Thursday 3/20 (y/n): |  |

|  |  |
| --- | --- |
| Number of additional lunches: |  |

|  |  |
| --- | --- |
| I will require power at my exhibit table (y/n): |  |

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Return this form by ***February 17, 2025*** to:

**NRCSA**

**440 S 13th St, Suite B**

**Lincoln, NE 68508**

If you have questions call Jeff Bundy at (402) 202-6028 or e-mail:jbundy@nrcsa.net

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| **2025 NRCSA Spring Conference**  **March 20 & 21, 2025 Kearney, Nebraska**  **Exhibitor Option** |
| **Exhibit Space**  Cost: $485.00  **Includes:**  Booth Space at the Younes North Gold Ballroom 4,5,6,10,11,12 open from:  6:30p.m. to 9:00p.m.- Wednesday, March 19 for Exhibitor Set-Up  7:30a.m. to 5:30p.m.-Thursday, March 20  Company listings in both printed and on-line exhibitor directories  One (1) lunch on Thursday March 20 |

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| --- |
| **Cancellation Policy**  NRCSA will not issue refunds after ***March 14, 2025***  If your company must cancel its reservation of an exhibit space, NRCSA must receive ***written*** confirmation of the cancellation prior to March 11 for a refund to be processed.  NRCSA will make every effort to be understanding, however, refunds will be issued solely at NRCSA's discretion. We reserve the right to refuse a refund of any or all fees or sponsorships received in conjunction with the conference. |