

Women in Agriculture Conference
Booth Information and Guidelines
February 25 & 26, 2010 – Kearney Holiday Inn

Thank you for your interest in being a part of the 25th Women in Agriculture Conference. We look forward to working with you and would like to assist you in making your booth as effective as possible. Please let us know if we can help you in any way or answer any questions you have.

- Must be an **agriculture related** business or organization.
- Only **educational material** may be displayed, no money may exchange hands.
- \$100 booth fee.
 - If you are a conference sponsor / contributor of \$150 or more booth space is complementary.
- Each booth attendant must register for the conference and pay the registration fee. Attendance at the booth is only requested during the break times and before meals, they are encouraged to participate in the workshops that interest them. Conference registration will be available at *wia.unl.edu* closer to the conference
- Each booth attendant is responsible for their own hotel accommodations.
- 6 ft. tables available and outlets are available.
- Booth sponsors are responsible for their booth area and booth contents. WIA conference workers will not be available to assist in watching or setting up booths.
- Conference registration begins at 9:00 a.m. on Thursday, February 25. You may begin setting up your booth at 8:00 a.m. and we would encourage you to have your booth set up before 9:00 a.m. if possible.
- Booths must be taken down and area cleaned up by 1:45 p.m. on Friday, February 26.
- Please be considerate of those who have booths next to yours.
- Booths are allowed to bring doorprizes for conference participants. Please let Megan know the total number you will be giving away.
 - These will get handed out on Thursday evening, Friday morning, and Friday noon. Bring up the items you would like at each of the times with the winner chosen from your booth and they will be announced.
- Please fill out the booth registration form enclosed or found online at *wia.unl.edu* and return by November 5th to be in the brochure.

Please complete and return registration form to:

Megan Voss

WIA Conference Coordinator

304B Filley Hall

Lincoln, NE 68583-0922

402.472.0079

402.472.0776 - fax

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