



February 12, 2020

TO: SE Nebraska Soil Health Conference Exhibitors/Sponsors

FROM: Randy Pryor, Extension Educator

SUBJECT: Conference Information

We appreciate your support in sponsoring the 2020 Southeast Nebraska Soil Health Conference scheduled for Tuesday, March 3 at the new Hickman Community Center in downtown Hickman, Nebraska, 115 Locust Street.

Hours: The building will be open at 7:00 a.m. for you to setup by 8:00 a.m. The public is invited to visit displays from 8:00 a.m. to 9:00 a.m. before the meeting starts.

I need a favor: The facility has 20 plastic 8 foot rectangular tables for your display and/or promotional materials, but we have a need for 25 to 30 tables! I need you to respond to me via email rpryor1@unl.edu, **text message or phone 402-450-6058 if you can bring your own table?** This will allow me to plan accordingly how many tables I need to bring. It's a brand new facility so the activities director requires tables with leg caps so there are no scratches on the flooring. Tables are assigned on first come first serve basis.

Facility Rules: Includes no tobacco products, no smoking including electronic smoking/vaping devices, no alcohol, no loose glitter or confetti and no tape on the floor or adhesive decorations.

Sponsor Payment: We have received the booth fee from most of you but several still need to pay. Please make the \$100 payment as soon as possible. Checks payable to UNL %Lou Hajek Saline County Extension, Box 978 Wilber, NE 68465 There is also a credit card option. Email me if you need that option.

I need you to pre-register and any others that will be in attendance representing your company for noon meal count before February 28. There is a clickable link to register on the attached meeting flyer. When registering online, by your last name please type your name and then in parenthesis (Exhibitor).

Lighted Displays: If you have a lighted display, please bring a long extension cord.

PowerPoint Slides: I will be sending out sponsor powerpoint slides that I have on file for use at the meeting. For some of you I still need an image or powerpoint slide to use at the meeting. Please send as soon as possible. All exhibitors are invited to give a 1-2 minute promotional pitch before lunch and will go through the lunch line first.

Any door prizes you wish to bring or announcing drawings at your table are always welcome! I am excited about this conference and looking forward to seeing you Tuesday, March 3.