

University of Nebraska System

# 2023 SUPPLIER SHOWCASE

MONDAY, OCTOBER 16

UNIVERSITY OF NEBRASKA AT KEARNEY | NEBRASKAN STUDENT UNION, PONDEROSA ROOM

## Conduct Guidelines

- ▶ The selling of goods and services during the Supplier Showcase is not permitted.
- ▶ Suppliers may offer items such as promotional products or candy at their booths. Any food provided, such as cookies, must be ordered through UNK Catering Services.
  - To order: call 308-865-8637, or email [lopercatering@unk.edu](mailto:lopercatering@unk.edu)
  - View the menu online at [unkcatering.catertrax.com](http://unkcatering.catertrax.com)
- ▶ Suppliers are responsible to collect their own contact information from Supplier Showcase attendees.

## Supplier Prize Giveaway

- ▶ Suppliers are encouraged to have a prize drawing at their individual booth. Please see guidelines for acceptable prizes.
- ▶ Prizes are for DEPARTMENTAL USE ONLY, not personal use.

## Shipping Materials Ahead of Time

Suppliers may ship materials to campus prior to the Showcase. Please plan delivery no earlier than October 11th (no weekend deliveries accepted). Be sure that your organization's name is prominently displayed on every package. Your parcels will be waiting at your booth the day of the event. If you would like any items shipped after the showcase, you must provide completed shipping labels before you leave for the day.

## Where Do I Ship My Display?

Please ship your materials to:  
University of Nebraska Procure-to-Pay  
Attn: Supplier Showcase/Kim Christensen  
2504 9th Ave  
Warner Hall, Room 119  
Kearney, NE 68849

## Internet Access

- ▶ Wireless internet access is available. A user name and password will be provided at your booth upon arrival. If you have access issues, tech support will be available at the registration desk.

## Schedule

7:30-8:30 a.m. Supplier setup  
8:30 a.m. Campus update for suppliers  
9 a.m-1 p.m. Supplier Showcase 2023  
1:00 p.m. Tear down begins

## Website

[nebraska.edu/suppliershowcase](http://nebraska.edu/suppliershowcase)

## Questions?

Maria Sorick  
Event Coordinator  
402.554.2386  
[maria.sorick@nebraska.edu](mailto:maria.sorick@nebraska.edu)

Procure-to-Pay  
402.472.2126  
[p2p@nebraska.edu](mailto:p2p@nebraska.edu)

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## Unloading

There is one location where you may unload your display items:

- ▶ Suppliers with items to unload should use the loading dock located on the north side of the Student Union (Turn west on 28th Street and use Lot 4 to get to the loading dock). There is a ramp to the 2nd floor.

## Parking

- ▶ Suppliers may park in Lot 3 or 4.
- ▶ Suppliers should drop off any materials larger than a carry-on suitcase at the Showcase locations prior to parking.
- ▶ There is no cost for parking.

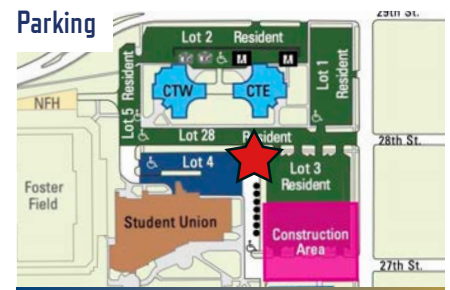
## Set Up

- ▶ The Ponderosa Room is located on the 2nd floor of the Nebraskan Student Union. Procure-to-Pay staff will be available beginning at 7:00 a.m. to direct you. PLEASE ALLOW ENOUGH SET UP TIME SO THAT YOUR BOOTH IS READY BY 8:30 a.m. Your table setup includes one 6ft banquet table with two chairs.
- ▶ Please remember to bring a table covering.
- ▶ There will be a special 15 minute session for suppliers at 8:30 a.m. with university administration.
- ▶ Tear down may begin after the showcase closes at 1:00 p.m. Absolutely no tear down may begin before 1:00 p.m.

## Loading Dock



## Parking



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