

University of Nebraska System

# 2023 SUPPLIER SHOWCASE

TUESDAY, OCTOBER 17

UNIVERSITY OF NEBRASKA-LINCOLN | NEBRASKA UNION, CITY CAMPUS, 2ND FLOOR

## Conduct Guidelines

- ▶ The selling of goods and services during the Supplier Showcase is not permitted.
- ▶ All meetings and events, regardless of their group affiliation, wishing to have food and/or beverages will have to go through University Catering. No outside food or beverages will be allowed.
  - To order: call 402.472.8161, or email [unlcatering@unl.edu](mailto:unlcatering@unl.edu)
  - View the menu online at [catering.unl.edu](http://catering.unl.edu)
- ▶ 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:  
UNL Mail & Distribution  
Attn: Supplier Showcase/Maria Sorick  
1100 N 17th Street  
Lincoln, NE 68588-0699

## 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

7-9:30 a.m.	Supplier setup
7-9:15 a.m.	Shuttle pickup at garage
9:30 a.m.	Campus update for suppliers
10 a.m.-2 p.m.	Supplier Showcase 2023
11:30-12:30	Boxed lunch (Chimney Rock)
2:00 p.m.	Tear down begins
2-3:30 p.m.	Shuttle pickup at Union

## 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 are two locations where you may unload your display items:

- ▶ Suppliers with extremely large items should use the loading dock located on the east side of the Nebraska Union (approximately 16th & S Street, in the parking lot behind the Nebraska Union & Jackie Gaughan Center; you must drive through the parking lot for access).
- ▶ Those with smaller items should use the loading/unloading area in front (south side) of the Nebraska Union building on R Street. Use the ramp on the west side of the building, then take the elevator located in the entryway to the second floor, and proceed down the hallway (left) to the Centennial Room.

Please remember that you cannot leave your vehicle in either location for more than 5 minutes or you will be ticketed or towed. When you finish unloading, you need to move your vehicle to the garage listed in the parking section. Unloading in any other location may result in a parking ticket, which will be your responsibility.

## Parking & Shuttle

- ▶ Suppliers may park in the 17th & R Street Garage. Please take a ticket upon entry. One free validation ticket will be provided at your booth for exiting. **DO NOT LOSE THESE TICKETS.** Please refer to the enclosed map for parking directions.
- ▶ A shuttle will be available with pickup on the R Street side, near the police department. The shuttle will begin service starting at 7 a.m. and the last pickup will be at 9:45 a.m. Suppliers should arrive early to account for transition time to the Union.
- ▶ Suppliers should drop off any materials larger than a carry-on suitcase at the Showcase locations prior to parking in the garage.
- ▶ Parking permits are not required to access the garage. One pass to exit the garage at NO charge will be provided at your booth. If you require more than one parking pass, you may purchase these when registering.

## Set Up

- ▶ The Centennial Room is located on the 2nd floor of the Nebraska 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 9:30 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 9:30 a.m. with university administration.
- ▶ Tear down may begin after the showcase closes at 2:00 p.m. Absolutely no tear down may begin before 2:00 p.m.

16th & S Street



R Street Drop Off



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## Campus Street Updates

- ▶ 17th Street is open to R Street only.
- ▶ 16th Street is two-way from Q Street thru X Street.
- ▶ Stop signs have replaced traffic lights and cross walk signals in these areas. Please be mindful of pedestrian traffic.

