

University of Nebraska System

2024 SUPPLIER SHOWCASE

TUESDAY, OCTOBER 22

UNIVERSITY OF NEBRASKA-LINCOLN | NEBRASKA EAST UNION, EAST CAMPUS, GREAT PLAINS ROOM

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.
 - Nebraska Unions and Willa Cather Dining Complex Food & Beverage Policy: <https://studentaffairs.unl.edu/reserve-your-space/policies#catering-and-food>
 - View the menu online at 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 14th and no later than October 17th (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/Hunter Shellhase
942 N. 22nd 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
9:30 a.m.	Campus update for suppliers
10 a.m.-2 p.m.	Supplier Showcase 2024
11:30-12:30	Boxed lunch (Arbor Suite)
2:00 p.m.	Tear down begins

Website

nebraska.edu/suppliershowcase

Questions?

Maria Sorick
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402.554.2386
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Procure-to-Pay
402.472.2126
p2p@nebraska.edu

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Notice

Due to construction causing road closures, please follow the directions below:

- ▶ Follow the orange line displayed on the map on the last page to get to both the unloading dock (blue x) and the allowed parking lot
- ▶ Follow the dark yellow line on the map to walk from the parking lot to the East Campus Union.

Unloading

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

- ▶ East Union Rear Dock. Staff will be available to assist. Then suppliers should move their vehicle to the Mussehl Hall lot.
- ▶ You can access the East Campus Loop from one of two directions: either on N 33rd Street or Holdrege Street. Once you are in the loop, follow the loop to N 39th Street. Turn north and follow N 39th Street to Center Drive.
- ▶ Helpful Tip: Suppliers should drop off any materials larger than a carry-on suitcase at the Showcase locations prior to parking in the Mussehl Hall lot.

Please note that that you must move your vehicle after unloading.

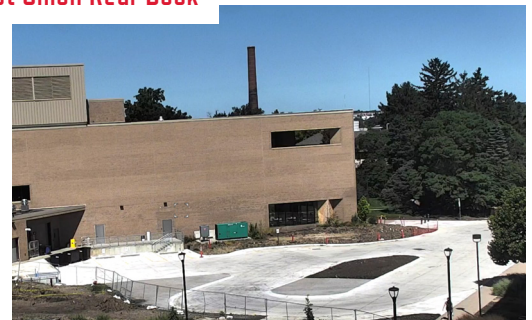
Parking

- ▶ Suppliers should park in the Mussehl Hall lot. There is only one entrance with a lot attendant who will issue a permit for your vehicle. Without this permit, you may get ticketed or towed. The lot attendant will determine the need for a potential overflow lot.
- ▶ If coming from the unloading dock, retrace your steps to the E Campus Loop and follow it around to N 38th St. Turn left on 38th Street, and Mussehl Hall lot will be on your right.
- ▶ Walk from the parking lot to East Campus Union by following the "Dark Yellow line" on the map.

Set Up

- ▶ The Great Plains Room is located on the 2nd floor of the East Campus 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.

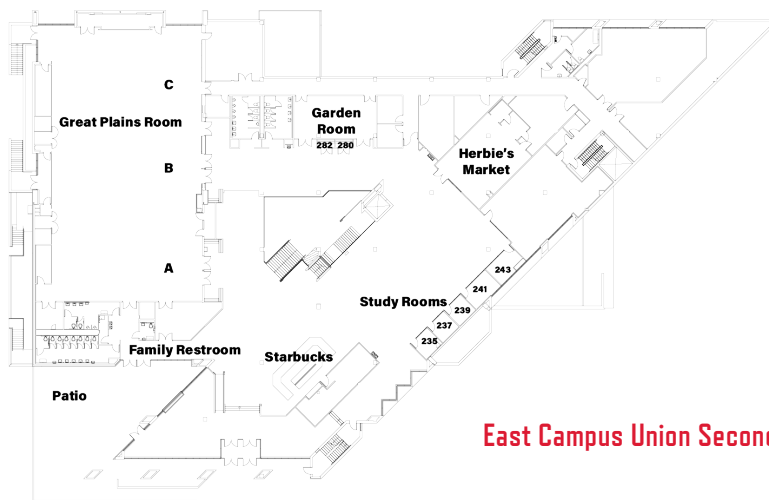
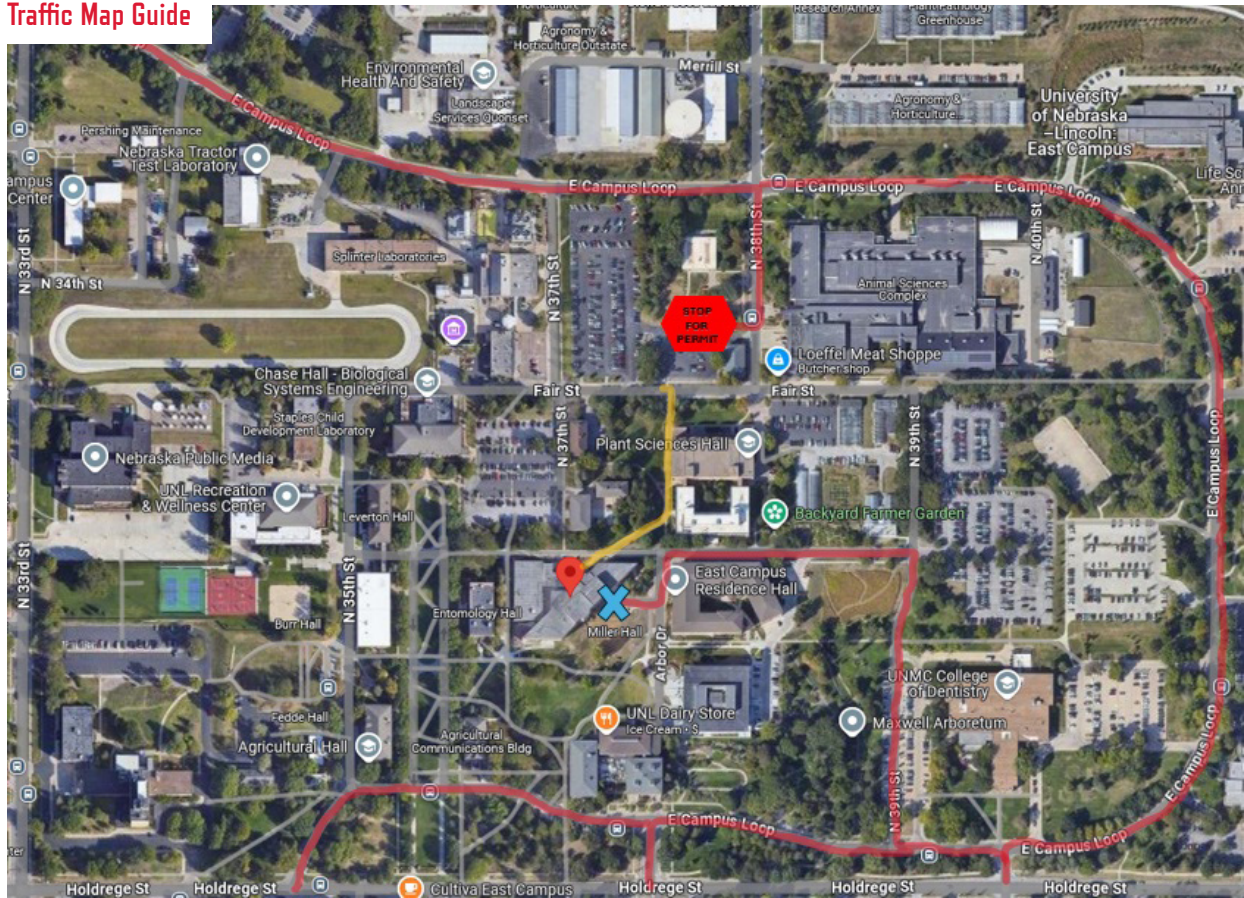
East Union Rear Dock



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Traffic Map Guide



East Campus Union Second Floor