

University of Nebraska System

2025 SUPPLIER SHOWCASE

TUESDAY, OCTOBER 21

UNIVERSITY OF NEBRASKA-LINCOLN | NEBRASKA UNION, CITY CAMPUS, SECOND 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.
- ▶ 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 13th and no later than October 17th (no weekend deliveries accepted). Be sure that your organization's name is prominently displayed on every package. To ensure we know your package is coming, please share your package tracking details and number with Maria Sorick at maria.sorick@nebraska.edu. 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:
UO Inventory, Moving & Asset Management
Attn: 2025 Supplier Showcase/Maria Sorick
942 N 22nd Street
Lincoln, NE 68588-0835

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
10 a.m.-2 p.m.	Supplier Showcase 2025
11:30-12:30	Boxed lunch (Chimney Rock)
2:00 p.m.	Tear down begins

Website

nebraska.edu/suppliershowcase

Question?

Maria Sorick
Event Coordinator
402.554.2386
maria.sorick@nebraska.edu

Procure-to-Pay
402.472.2126
p2p@nebraska.edu

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Unloading

- ▶ 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 tickets, which will be your responsibility.

Parking

- ▶ Suppliers may park in the Larson Building Garage located at 1317 Q Street. A QR Code will be issued for parking entry and exit via email when official registration closes. If needed, you may purchase addition permits at your own expense for \$13.50 per day. NOTE: Parking is not guaranteed for late registrations. Please refer to the enclosed map for parking directions.
- ▶ Suppliers should drop off any materials larger than a carry-on suitcase at the Showcase locations prior to parking in the garage.
- ▶ The parking garage is approximately a 3 minute walk to the Nebraska Union. Please wear comfortable shoes. No shuttle will be provided.

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.
- ▶ 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



Larson Building Garage



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