



**Vendor Booths Available on both days of conference  
November 4 and 5, 2025**

Nebraska Innovation Campus Conference Center, Lincoln, NE

## VENDOR OPPORTUNITY

It's been four years since our first Nebraska Makerspace Conference so this opportunity does not come along every year. Vendor's spaces are new for this conference because when we polled potential attendees, almost everyone said they would like the opportunity to be able to visit with vendors especially those that sell makerspace equipment, related tools/accessories, and makerspace consumables/blanks. Our audience wants to know what is new and what their makerspace is missing. Early indications lead us to believe this will be a successful and well-attended event.

### About the Vendor Space:

Each vendor space will be 10 feet wide and 7 feet deep. We can provide either an 8' x 30" or an 6' x 30" table, plus one or two chairs. If you need more space than that, contact JoAnn to discuss options. Originally, we only offered vendor spaces on Day One. Due to the interest we have already received from potential registrants, we have rented additional conference space on Day 2 and now have access to the both floors throughout the two-day conference. This provides vendors the opportunity to be with us either or both days.

Vendor spaces will be located on second floor next to both the Banquet Hall (where lunches will take place), and the Auditorium that will feature the general sessions and the largest breakout sessions. Break service will also be provided on 2<sup>nd</sup> floor so there will be good traffic flow on both days. On Day One starting around 4:30 pm we plan to kick off an evening social event (also on second floor). While attendees are enjoying refreshments and heavy hors d'oeuvres, they can continue to connect with vendors as well as visit a few maker stations that will be featured in the Banquet Hall.

Vendor booths (while supply lasts) are priced as follows:

	<u>Approx. Open Hours</u>	<u>Price*</u>
November 4	8:30 am – 7:30 pm	\$250
November 5	8:15 am – 2:15 pm	\$200
Both Days	With 2-Day Vendor Discount	\$400

\* Additional fee for vendors who have more than one representative on-site.

Vendors who book a space may also be interested in conducting a demonstration or making breakout session. Those interested may submit a "Call for Session Proposals" Form found at: <https://nlc.nebraska.gov/libraries/maker/index.2025.Conference.aspx> If selected to conduct a session, those could be scheduled on either Nov. 4 or 5. (Note: Selling can take place in your vendor space but is prohibited during breakout sessions.)

NOTE: To comply with rules of the conference facility, please note these prohibited items: No posters, signs, tapes, tacks or other items may be attached to the walls, doors, pillars or stairways. No popcorn, peanuts in shells, confetti, balloons, etc. may be used inside the building. Extra cleaning charges incurred will be passed along to the party responsible.

# VENDOR APPLICATION

Submit Application via email to: JoAnn McManus, Nebraska Library Commission at [joann.mcmanus@nebraska.gov](mailto:joann.mcmanus@nebraska.gov) If you have questions, email or call (402-471-4870).

**Nov. 4 Only Vendor Fee: \$250** (additional \$60 fee if 2nd representative attending)

**Nov. 5 Only Vendor Fee: \$200** (additional \$40 fee if 2nd representative attending)

**Both Days Vendor Fee: \$400** (additional \$100 fee if 2nd representative attending)

(Base Vendor Fee includes: 10' wide x 7' deep space, 1 table & chair(s), listing in packet, plus refreshments, snacks and lunch on day(s) vending for one representative.)

*Optional Add-On: Vendors who would also like to also be a sponsor to secure sponsor publicity and recognition perks should inquire about package vendor/sponsor pricing.*

Contact Person:

Company Name:

Address:

Email:

Website:

Phone Number:

Will others besides the contact person be on-site the day/days you selected? If so, who?:

Description of what will be featured in your vendor space that will be listed on a Vendor's Listing in registrants' packets (limited to 60 words):

In my booth space I would like:

Select one:

8' x 30" Table

6' x 30" Table

No Table

Select one:

1 Chair

2 Chairs

Select one:

I Need Access to Electricity

I Do Not Need Access to Electricity

(Vendor responsible for providing extension cords.)

Please check the amounts applicable to your space and number of representatives on-site:

\$250 for Nov 4<sup>th</sup> Vendor Space

\$200 for Nov 5<sup>th</sup> Vendor Space

\$400 for both Nov 4 & 5<sup>th</sup> Vendor Space

plus \$60 as we will be bringing a second representative Nov 4<sup>th</sup> only

plus \$40 as we will be bringing a second representative Nov 5<sup>th</sup> only

plus \$100 as we will be bringing a second representative on both days

Please Invoice me as per my selections above

My check, payable to Nebraska Library Commission, is in the mail to:

(Nebraska Library Commission, 1200 N Street, Suite 120, Lincoln, NE 68508-2023 (Attn: JoAnn)