



# NEBRASKA IAI

## VENDOR REGISTRATION FORM



|                        |               |                      |  |
|------------------------|---------------|----------------------|--|
| <b>Company:</b>        |               |                      |  |
| <b>Name:</b>           |               |                      |  |
| <b>Title/Position:</b> |               |                      |  |
| <b>Address:</b>        |               |                      |  |
| <b>City:</b>           | <b>State:</b> | <b>Zip:</b>          |  |
| <b>Office Phone:</b>   |               | <b>Mobile Phone:</b> |  |
| <b>Email:</b>          |               |                      |  |

| Item:                                      | Description:  | Cost:   | Total:    |
|--|---|---|-----------|
| Conference registration:                   | Includes one 8ft table  | \$400.00  | \$        |
|  | Electricity will be needed for my display booth:      Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |           |
| Additional Table:                          | One additional table per vendor   | \$300.00  | \$        |
| <b>April 4, 2023</b>                       |   |   |           |
| Morning Refreshments*                      | Includes coffee, juice, and breakfast items for all attendees   | \$1,000.00  | \$        |
| Attendee Lunches*                          | Estimated 200 attendees at \$15/person + tax & gratuity   | \$3,000.00  | \$        |
| Afternoon Refreshments*                    | Includes coffee, tea, snacks/deserts for all attendees  | \$800.00  | \$        |
| Evening Social /<br>President's Reception* | Includes catered dinner, desserts and beverages   | \$600.00  | \$        |
| <b>April 5, 2023</b>                       |   |   |           |
| Morning Refreshments*                      | Includes coffee, juice, and breakfast items for all attendees   | \$1,000.00  | \$        |
| Attendee Lunches*                          | Estimated 200 attendees at \$15/person + tax & gratuity   | \$3,000.00  | \$        |
| Afternoon Refreshments*                    | Includes coffee, juice, and breakfast items for all attendees   | \$800.00  | \$        |
| <b>Additional items</b>                    |   |   |           |
| Workshop Sponsor                           | Amount to be applied toward purchasing supplies for a workshop<br>Your company will be listed/advertised as a sponsor of the workshop   | \$300.00  | \$        |
| Speaker Expenses                           | Amount to be applied toward the speaker expenses (travel, lodging, etc.)<br>Your company will be listed as a sponsor of the speaker's lecture/workshop  | \$750.00  | \$        |
| Vendor banner display                      | Attendance not required. Banner will be displayed throughout the conference.<br>Company must provide banner and is responsible for shipping expenses.   | \$150.00  | \$        |
| Photo Contest Sponsor                      | 4 categories photo contest: Forensics/Law Enforcement, Nature/Scenery,<br>People and Animals. Winner of each category will receive a \$25 gift card.  | \$100.00  | \$        |
| Newsletter Advertisement                   | Includes publication in all NEIAI newsletters and a web link on the NEIAI's web<br>site between April 1, 2023 and March 31, 2024.<br><b>Your company MUST provide the advertisement file.</b>   | \$300.00  | \$        |
| General Conference/<br>Division Support    | Any funds donated to the Nebraska IAI will be used to cover the Nebraska IAI's<br>conference expenses; please specify the amount.<br><b>Nebraska IAI is a non-profit 501 (C) 3 organization</b>   |   | \$        |
| Raffle / Door Prizes                       | Please list item(s) being donated:  |   |           |
| Registration packets<br>(Minimum qty. 200) | <input type="checkbox"/> Name badge holder; <input type="checkbox"/> Pens; <input type="checkbox"/> Notepads; <input type="checkbox"/> Lanyards; <input type="checkbox"/> Bags (reusable bags preferred);<br><input type="checkbox"/> Water bottles; <input type="checkbox"/> Coffee mugs; <input type="checkbox"/> Other items (please specify): |   |           |
|  |   | <b>TOTAL:</b>   | <b>\$</b> |
|  |   | <b>Total x 0.035 (+3.5% applied to credit card transactions only):</b>    |           |
|  |   | <b>TOTAL AMOUNT DUE:</b>  |           |
| <b>\$</b>                                  |   |   |           |
| <b>Payment Options</b>                     |   |   |           |
| Mailing in payment                         | <input type="checkbox"/>  | Please mail the check to: Nebraska IAI • PO Box 22060 • Lincoln, NE 68542 |           |
| Credit card payment**                      | <input type="checkbox"/>  | Email invoice to:   |           |



All event sponsors and vendors will be provided *an allotment of time to address* the conference attendees.

All sponsorships and donations will be recognized during the conference. Vendors are encouraged to provide their company's banners.

**Limited availability** of sponsorship and vendor booths will be on a first come, first served basis.

\*Food prices are estimates based on projected number of attendees, including tax and service charge. Actual conference attendance will increase or decrease prices accordingly.

\*\*An additional 3.5% processing fee will be added to the total amount for all credit card transactions.

**THANK YOU** for supporting the Nebraska IAI Division  
and the local **Law Enforcement Officers**

**Your contributions help make this conference a success!**

*Sincerely,*

***The Nebraska IAI Board Members***

