

**5th Spotlight on The Nebraska Medical Center
Extraordinary Innovations in Transplantation and Oncology
CenturyLink Center Omaha • July 23–24, 2013**

Exhibiting & Registration Information

Conference/Exhibit Venue

CenturyLink Center Omaha •
455 N 10th Street • Omaha, NE 68102
Exhibit Location: Junior Ballroom Foyer, Second Floor

Exhibiting Fee

Exhibit space includes one skirted table and two chairs. For fee information, refer to your conference support agreement or letter of invitation to exhibit.

Exhibit Space Application

Event Supporters / Exhibitors—Review and complete the Application for Exhibit Space in its entirety. Return the signed form to OptumHealth Education at least 21 days prior to the start of the conference. *Space is limited.*

Annual Conference Supporters—Please contact the Exhibit Manager at least 21 days prior to the start of the conference to reserve exhibit space. *Space is limited.*

Exhibitor Registration

Register On-site Representatives.

Go to www.optumhealtheducation.com/neb2013
All individuals at the exhibition and conference must register through the conference Web site.

Exhibit Dates and Hours

Tuesday, July 23 7:00 a.m.–6:15 p.m.
Wednesday, July 24 7:00 a.m.–3:00 p.m.
Exhibitors must check in at the Registration Desk to obtain credentials and space assignment.

Exhibiting Requirements

Exhibit Setup and Dismantle. Exhibitors are responsible for set up and tear down of their display.

Set-up: Tuesday, July 23 6–7 a.m.; 8:00–9:00 a.m.
Please contact the Exhibit Manager to request an alternative set-up time.

Dismantle: Wednesday, July 24..... 3:00–4:30 p.m.

Staffing. It is requested the exhibit be staffed during breaks, lunches, continental breakfasts and reception.

Special Needs. Exhibitor is responsible for any special requirements. Contact the Exhibit Manager for ordering information.

Exhibit Materials. All signs, displays and handouts are solely the responsibility of the Exhibitor. No designated security is provided. Exhibitor assumes all liability for its materials and property.

Shipping and Delivery

Shipping and delivery of materials to and from the CenturyLink Center Omaha is the responsibility of the Exhibitor. Packages will be accepted up to two business days prior to the event. To ensure proper delivery, include the following information on your packages:

Address packages as follows:

CenturyLink Center Omaha
Case Manager Conference, July 23-24
ATTN: Exhibitor's Name/Organization
Exhibitor's Phone Number
455 North 10th Street
Omaha, NE 68102

Hotel Information

Hotel: Hilton Omaha, 1001 Cass Street, Omaha, NE 68102
Reservations: (800) 445-8667

Rate: \$159.00 single/double. Mention "Transplant and Oncology Conference" to receive this special rate.

Room Block Release Date: July 1, 2013

Cancellations

If your company must cancel, prompt notification to an Exhibit Manager is requested.

Right of Refusal

OptumHealth Education and The Nebraska Medical Center reserve the right to refuse exhibitor applications.

Contact Information

Exhibit Manager: OptumHealth Education
LuAnne Ronning • p 218.834.6369 • f 612.234.0477
E-mail: luanne.ronning@optumhealtheducation.com

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Application for Exhibit Space

EXHIBITOR INFORMATION: (please type or print clearly)

Exhibiting Organization: _____

(Use upper and lower case letters exactly as you want your organization's name to appear in conference materials and signage.)

Exhibitor Contact Name: _____

(Company representative to receive all information regarding exhibits and the conference.)

Title/Position: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

E-mail (required): _____

List any probable Exhibitors you DO NOT wish to be near: _____

PAYMENT INFORMATION:

Exhibit Fee:

Event Supporter / Exhibitor⁽¹⁾

\$ _____

*(Refer to your letter of invitation for exhibit fee information.
Complete the Method of Payment section below.)*

Annual OptumHealth Education Supporter

\$ N/A

Method of Payment:
(if applicable)

Check payable to: OptumHealth Education
Federal Tax ID: 30-0238641

Credit Card

Visa

MasterCard

American Express

Credit Card # _____

Exp. _____

Print Cardholder's Name _____

Signature _____

INSTRUCTIONS:

Instructions (refer to the Exhibiting Information sheet for fee information and exhibiting details):

(1) **Application:** Complete this form to apply for exhibit space. Submit the completed form at least twenty-one days prior to the start of the conference. Exhibit space is limited.

(2) **Registration:** All on-site representatives from your organization must register. Refer to the Exhibitor Information sheet, or Annual Support Agreement, for the number of allowable complimentary registrations.

(3) **Right of Refusal:** OptumHealth Education and The Nebraska Medical Center reserve the right to determine eligibility of any applicant as an Exhibitor.

By signing this form, you agree: The Exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor's displays, equipment and other property while on the CenturyLink Center Omaha premises, and hereby waives any claim or demand it may have against OptumHealth Education or The Nebraska Medical Center or its affiliates, arising from such loss, theft, or damage.

In addition, the Exhibitor acknowledges that it is the sole responsibility of the Exhibitor to obtain appropriate insurance covering any losses by the Exhibitor.

You agree to comply with any instructions or other terms contained in other materials delivered to you concerning this exhibit.

Authorized Signature: _____

Date: _____

Application Due Date: July 1, 2013

3 Ways to Submit Your Application:

Contact Us:

FAX: (612) 234-0477

E-Mail: moreinfo@optumhealtheducation.com

E-MAIL: luanne.ronning@optumhealtheducation.com

Conference Web Site:

www.optumhealtheducation.com/neb2013

MAIL: Bethany Severson, MN010-S157

OptumHealth Education

6300 Olson Memorial Highway

Minneapolis, MN 55440-9472

(1) The Exhibition is open to OptumHealth Education and The Nebraska Medical Center sponsors/conference supporters, and other invited guests. If you check the Event Supporter/Exhibitor category and have not received an invitation to exhibit, please e-mail moreinfo@optumhealtheducation.com to request authorization.