

The Seventh

# Extraordinary Innovations and Emerging Trends in Transplantation and Oncology from Nebraska Medicine

## Exhibitor Service Kit

July 12–13, 2016  
CenturyLink Center  
Omaha, Nebraska



## EVENT SCHEDULE-AT-A-GLANCE

Tuesday, July 12, 2016	Exhibitor Registration: 7:00 a.m.–4:30 p.m.
Tuesday, July 12, 2016	Exhibitor Set-up: 6–7 a.m.; 8:00–9:45 a.m.
Tuesday, July 12, 2016	Exhibit Hall Open: 7:00 a.m.–3:00 p.m. during Continental Breakfast, Breaks (a.m./p.m.) and Lunch
Wednesday, July 13, 2016	Exhibit Hall Open: 7:00 a.m.–2:45 p.m. during Continental Breakfast, Breaks (a.m./p.m.) and Lunch
Wednesday, July 13, 2016	Exhibitor Tear-Down: 3–4 p.m.

## EVENT INFORMATION

### Exhibit Location

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

### Registration

All participants affiliated with exhibits must register for the event at [www.optumhealtheducation.com/neb2016-regform](http://www.optumhealtheducation.com/neb2016-regform).

### Booth Equipment

1 Draped Table  
2 Chairs  
Exhibit area is carpeted

### Special Requirements

Exhibitors are responsible for any special requirements. Wireless Internet will be available in the Exhibit hall. Complete the CenturyLink Center Omaha Exhibitor Order Form included at the end of this document for your audio visual and electrical needs.

### Exhibit Hall Drawing

To encourage Exhibit Hall activity, OptumHealth Education will hold a drawing each day. To qualify, as attendees visit exhibitors, they will collect drawing tickets. Tickets with the attendees name written out will be dropped into the raffle box for a chance to win a daily prize.

### Contact Us

Exhibit Manager: Bethany Severson  
Phone: 1-952-205-3071

Email: [bethany.severson@optumhealtheducation.com](mailto:bethany.severson@optumhealtheducation.com)

Conference Website: [www.optumhealtheducation.com/neb2016](http://www.optumhealtheducation.com/neb2016)

# Exhibitor Service Kit

## EXHIBITOR SHIPPING INSTRUCTIONS

### Shipping Labels:

Shipping of materials to and from the CenturyLink Center Omaha is the Exhibitor's responsibility. Packages will only be accepted CenturyLink Center Omaha starting Monday, July 11. To ensure proper delivery, include the following information on packages:

Hold for Arrival

Attn: Your Company Name / Onsite Exhibitor's Name

Case Manager Conference 2016

Box \_\_\_ of \_\_\_

*Address package as follows:*

CenturyLink Center Omaha

ATTN: Allison Seibert

455 North 10th Street

Omaha, NE 68102

### Delivery of Shipment to Booth:

To aid in delivery of exhibitors' shipments to their assigned booths, shipment tracking information must be provided to the Exhibit Manager as follows:

Submit to [bethany.severson@optumhealtheducation.com](mailto:bethany.severson@optumhealtheducation.com)

Due Date: Tuesday July 5, 2016

Tracking Information Required:

Shipping Vendor (FedEx, UPS, etc.):

Tracking No.(s):

# of Items Shipped

**OR**

Shipment will be hand carried

### Return Shipping:

Exhibitors are responsible for making their own return shipping arrangements. It is the Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. All package handling charges for outbound drayage are Exhibitors' responsibility.



**ORDER ONLINE AT [www.centurylinkcenteromaha.com](http://www.centurylinkcenteromaha.com)**

**PRICING DEADLINE**

ORDER MUST BE RECEIVED BY FAX OR POSTMARKED 7 CALENDAR DAYS BEFORE MOVE-IN DATE FOR ADVANCE (Adv.) RATE OTHERWISE STANDARD (Std.) RATE APPLIES

<b>Information Technology</b>				
<b>WIRED INTERNET</b>				
Shared Wired Broadband Internet Up to 5 MB (1st PC)	Qty.	Adv. Rate	Std. Rate	Total
		\$ 135.00	\$ 160.00	
~Additional PCs Up to 5 MB		85.00	100.00	
Dedicated Wired VLAN Up to 5 MB		365.00	435.00	
~Additional PCs on Dedicated VLAN Up to 5 MB		210.00	250.00	
<b>WIRELESS INTERNET</b>				
	Qty.	Adv. Rate	Std. Rate	Total
Wireless Broadband Internet Up to 5 MB (1st device)		\$ 100.00	\$ 120.00	
~Additional Wireless devices		25.00	30.00	
<b>VOICE</b>				
	Qty.	Adv. Rate	Std. Rate	Total
Analog Phone Line / Credit Card Line / Fax line		\$ 135.00	\$ 160.00	
ISDN		225.00	285.00	
Long Distance Deposit		27.50	32.50	
<b>EQUIPMENT RENTAL</b>				
	Qty.	Adv. Rate	Std. Rate	Total
PC / Laptop Rental - per day		\$ 120.00	\$ 150.00	
19" LCD Monitor - per day		105.00	130.00	
<b>Total Information Technology: \$</b>				
<i>Other Services Available Upon Request</i>				
Internet includes web browsing and internet e-mail. See Rules & Regs for details. Wireless networks are forbidden without express written permission of MECA. Long distance available with non refundable deposit				

<b>Mechanical</b>				
<b>Mechanical</b>				
Compressed Air	Qty.	Adv. Rate	Std. Rate	Total
		\$ 154.75	\$ 193.50	
~Additional Air Lines		45.00	56.00	
Natural Gas Line w/1/2" connection		154.75	193.50	
~Additional Gas Lines		44.50	55.25	
Sink Connection/drain (continuous)		197.50	304.00	
Fill/drain tank/spa 500g max (1 fill / 1 drain)		112.00	140.00	
Fill/drain tank/spa 500-1,000g max (1 fill / 1 drain)		138.75	197.50	
Fill/drain tank/spa 1,000g +		<i>call for pricing</i>		
<b>Total Mechanical: \$</b>				
Compressed Air: Exhibitor must supply own drier or regulator for critical applications. 1/2" Universal Quick Disconnect w/ 3/8" line required. Natural Gas: Low pressure gas. Available in limited locations (on interior columns). Exhibitors using natural gas must supply a fire extinguisher in their booth.				

<b>Electrical</b>				
<b>Electrical</b>				
120v, 20 Amp (standard outlet)	Qty.	Adv. Rate	Std. Rate	Total
		\$ 74.75	\$ 106.75	
208v, 30 Amp, Single Phase		112.00	168.00	
208v, 50 Amp, Single Phase		138.75	208.00	
208v, 20 Amp, 3 Phase		128.00	192.00	
208v, 30 Amp, 3 Phase		192.00	288.00	
208v, 40 Amp, 3 Phase		256.00	384.00	
Extension Cords & Power Strips		<i>call for pricing</i>		
24 Hour Power		<i>call for pricing</i>		
<b>Total Electrical: \$</b>				
<i>Other Services Available Upon Request</i>				
Custom Services: Hard wire connection including lighting, more than 3 outlets ordered, antenna or satellite downlink connections, booth to booth cable runs, overhead power and changes to orders are at the discretion of the Electrician. 480v available in limited locations, please call for specifics.				

**Services Grand Total: \$**

<b>Banner &amp; Sign Hanging</b>
Contact MECA for quote (402) 599-6703 or exhibitorservices@omahameca.com

<b>Shipping/Receiving</b>
<b>The facility <u>does not</u> accept shipments.</b>
Contact show decorator. If no show decorator is designated, contact T.L.K. for freight services at (402)-457-7992.

<b>Exhibitor Information</b>
<b>ALL INFORMATION IS REQUIRED</b>
Event Name _____
Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____
E-mail: _____
On Site Contact: _____
By signing below, I acknowledge that I have read, understand, and agree to the terms stated in the Utility/Technical Services Rules & Regulations as well as the Exhibitor Rules & Regulations. All Rules & Regulations documents are available at <a href="http://www.centurylinkcenteromaha.com">www.centurylinkcenteromaha.com</a> .
Signature _____ Date _____

<b>MECA Contact Information:</b>
<b>455 N 10th Street, Omaha, NE 68102</b> <b>Phone: (402) 599-6703 Fax: (402) 599-6725</b> <b>Website: <a href="http://www.centurylinkcenteromaha.com">www.centurylinkcenteromaha.com</a></b> <b>E-mail: <a href="mailto:exhibitorservices@omahameca.com">exhibitorservices@omahameca.com</a></b>
25% additional charge per day over 4 days. Please use the 5 Day Event order form.

<b>Payment Information</b>
<b>FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM</b>
<b>NO PERSONAL CHECKS ACCEPTED</b>
_____ Company Check (Payable to MECA) <b><u>{U.S. Funds Only}</u></b>
<b>CREDIT CARD INFORMATION:</b>
_____ Visa _____ MasterCard _____ American Express _____ Discover
Company/Cardholder's Name _____
Cardholder's Billing Address _____
City _____ State _____ Zip _____ Phone # _____
Are You The Cardholder ( ) Yes ( ) No Is This a Corporate Card ( ) Yes ( ) No
This Card will be used to pay for charges by the following authorized users: (please print)
1) _____ 2) _____
Credit Card # _____ Exp. _____
Security Code (required) _____
By signing below, I acknowledge and agree that if the Exhibitor Services Order Form is received by fax or post marked after the 7-day advance order deadline, I will no longer be eligible for the Advance rates and my card will be charged the Standard rates.
Signature _____ Date _____