

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

**July 24–25, 2018**

Scott Conference Center, Omaha, Nebraska



## EXHIBITOR SERVICE KIT

# Exhibiting Schedule and Information

## Exhibit Location

Scott Conference Center  
6450 Pine Street  
Omaha, NE 68106  
Phone: 402-778-6313

## Set-up Hours

Tuesday, July 24, 6:30–9:30 a.m.

All exhibits must be fully installed by 9:30 a.m. No installation will be permitted after this time without prior authorization from exhibit management.

## Exhibit Hours

Tuesday, July 24, 9:45–10:15 a.m.; 12:15–1:15 p.m.; 3:00–3:15 p.m.

Wednesday, July 25, 7:00–8:00 a.m.; 10:00–10:30 a.m.; 12:00–1:00 p.m.

## Dismantle Hours

Tuesday, July 25, 1:00–3:30 p.m.

Tear down is not permitted before closing time without advance permission secured from authorized exhibit management.

## Exhibit Staff Registration

All participants affiliated with exhibits must register. Full-access registration is included with exhibit and support fees as follows:

- Vendor (Exhibitor) and/or Supporter: 2 complimentary registrations
- Annual supporters: Refer to your support agreement

Additional exhibit staff may purchase registrations to access exhibits, as well as all conference sessions and activities.

To register:

1. Go to <https://www.optumhealtheducation.com/neb2018-regform>
2. To use a complimentary registration
  - a. In the Registration Fee field select Exhibitor/Supporter Complimentary Registration (Omaha 2018), Price: \$0.00
3. To purchase an additional registration
  - a. In the Registration Fee field select
    - i. Exhibitor/Supporter Extra Registration-Industry (Omaha 2018), Price: \$500.00
4. Complete all required fields on the registration form and click Submit.
5. Complete the Checkout process.

## Booth Equipment

**Tabletop** booth space to include:

- 1 Draped Table (table size: 2'x5')
- Up to 2 Chairs

## Utilities and Audio Visual Equipment

Exhibitors are responsible for any special requirements. To request power or any additional services, email [Bethany.severson@optumhealtheducation.com](mailto:Bethany.severson@optumhealtheducation.com). Basic wireless Internet will be available throughout the exhibit area.

## Traffic Building Activity

To encourage Exhibit Hall activity, OptumHealth Education will hold a drawing.

## Contact Us

Exhibit Manager: Bethany Severson, 952-205-3071, [bethany.severson@optumhealtheducation.com](mailto:bethany.severson@optumhealtheducation.com)  
Conference Website: [www.optumhealtheducation.com/neb2018](http://www.optumhealtheducation.com/neb2018)

## Exhibit Shipping Instructions

### Shipping Labels

Shipping of materials to and from the Scott Conference Center is the Exhibitor's responsibility. Packages will be accepted by the Scott Conference Center if received within 3 business days of the conference. To ensure proper delivery, it is imperative to include all the following information on packages:

Hold for Arrival

Exhibitor: Your Company Name / Onsite Exhibitor's Name

Optum/Nebraska Medicine Conference, 7/24/18

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

*Address package as follows:*

Scott Conference Center

ATTN: Bethany Severson

6450 Pine Street

Omaha, NE 68106

### Delivery of Shipment to Booth

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

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

Due Date: Thursday, July 12, 2018

Tracking Information Required:

- Shipping Vendor (FedEx, UPS, etc.):
- Tracking No.(s):
- # of Items Shipped
- Recipient's (onsite exhibitor's) Name

**OR**

- Shipment will be hand carried

### Return Shipping

It is Exhibitors' responsibility to pack, secure and label each piece of their outbound shipment. It is Exhibitors' responsibility to make their own return shipping arrangements with shipping vendors other than FedEx and UPS.