



Making a world of difference
in people's lives

The Third One
Hilton Downtown
1001 Cass Street, Omaha, NE 68102
Phone: (402) 998-3400

Tanya Moyer
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National Alliance for Direct Support Professionals (NADSP) Annual Conference: The Third One

Exhibitor Information

Exhibit Size and Location: Exhibitor booths are located in the pre-function area of the Blackstone Ballroom on the second floor of the hotel. Tables will be standard 6 foot tables with a tablecloth. Each exhibitor is assigned only 1 table. Please note that this area is open to the public and will not be locked overnight. Vendors are responsible for securing their valuables as well as for securing any insurance.

Set up: Exhibit displays may be set up on Saturday, September 9, 2017 starting at 9:00 am CT and must be fully set up by 12 pm CT. All times indicated are in Central Time (CT). Exhibitors shall be responsible for any damage to the facility as a result of unauthorized taping, gluing, tacking, screwing of materials into walls, floor, ceilings, windows or columns.

Exhibit Hours: Saturday, September 9, 2017 from 12 pm to 6 pm and Sunday, September 10, 2017 from 8 am to 3 pm.

Networking Neighborhood: On Sunday, September 10th, we will host the Networking Neighborhood which will take place 2:15 to 3 pm CT

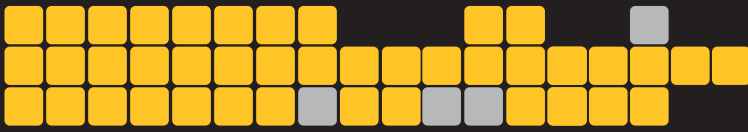
Dismantling: Exhibit displays may be dismantled starting on Sunday, September 10, 2017 at 3:15 pm

Shipping: All display materials should be shipped to the hotel at exhibitor expense as per the Hilton's guidelines. Shipping forms are included in subsequent pages of this document.

Audio, Visual, Internet and Electricity: Order forms for audio, visual, internet and electricity are available from PSAV Group and their order form is available on our website or in the exhibitor email.

Table Assignments: Table assignments are made by NADSP and every reasonable attempt is made to avoid the duplication of booths next to each other. Signage, audio visual equipment, sounds or displays shall not impede on other vendor displays or cause disruption to their booth.

Restricted usage: No exhibitor shall rent, give, sublet or share space without the prior approval of NADSP. NADSP reserves the right to deny any exhibit space if the exhibit is not consistent with the objectives of NADSP.



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:				START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:				ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:
STREET ADDRESS:				CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:				FAX NUMBER:		
ORDERED BY:				PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:	CC #:	
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK	CARDHOLDER'S SIGNATURE:*				EMAIL ADDRESS (PLEASE PRINT):

*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all event site changes placed by your representatives.

IF YOU HAVE A SPECIAL REQUEST OR NEED ADDITIONAL EQUIPMENT, PLEASE CALL 402.346.6434. FAX COMPLETED FORM TO 402.346.6741.

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	Standard Price	QTY
LCD Projector	\$200.00	
DVD Player	\$75.00	
Blue-Ray Player	\$115.00	

MONITORS	Standard Price	QTY
32" LCD Data Monitor on Cart	\$225.00	
42" Plasma Monitor on mobile stand w/speakers	\$320.00	
50" Plasma Monitor on mobile stand w/speakers	\$460.00	

COMPUTERS & TABLETS	Standard Price	QTY
Laptop	\$220.00	
iPad	\$140.00	

INTERNET ACCESS	Standard Price	QTY
Wireless Internet Access	\$40.00	
Wired Internet Access	\$150.00	
Additional Wired Access	\$100.00	
Additional Wireless Access	\$25.00	
Dedicated Bandwidth	Please contact PSAV for quote	

POWER Per Connection	Standard Price	QTY
6-way Power Strip	\$30.00	
AC Cord	\$30.00	
5 Amp Single Phase	\$85.00	
10 Amp Single Phase	\$100.00	
20 Amp Single Phase	\$115.00	
30 Amp Single Phase	\$200.00	

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. A written confirmation will be sent once your order is received and processed.

The total charge per item is determined by multiplying the price by the quantity ordered.

Please include applicable Sales Tax on equipment rental and/or labor.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

DELIVERY INFORMATION

On-Site Contact: _____

Booth #: _____ Room #: _____

Delivery Date: _____

Delivery Time – circle one: AM / PM

Pickup Date: _____

Pickup Time – circle one: AM / PM

Location #: 1554 Job #: _____

RETURN FOR PROCESSING



1001 Cass Street | Omaha, NE 68102
402.346.6434 (office) | 402.346.6741 (fax)

Exhibits Sales Person _____

Contact email address _____

RENTAL TOTALS	PAYMENT IS DUE WHEN ORDER IS PLACED	
EQUIPMENT TOTAL	1	
SET UP AND TEAR DOWN (\$55/hr – REQUIRED)	2	
SALES TAX (7% of Equipment Rental & Delivery/Pickup Only)	3	
TOTAL DUE	4	





Material Shipments to Hilton Omaha

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage:

Hilton Omaha
C/O: Your Name
Conference Name
1001 Cass Street
Omaha, NE 68102
402-998-3400

- Please note that the hotel storage facilities are extremely limited. Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Any shipments prior to this are subject to incur additional storage surcharges.
- Please do not ship valuables. We cannot be responsible for contents.
- Multiple packages within a single shipment should be numbered in sequence (*i.e.*, 1 of 3, 2 of 3, and 3 of 3). It may be helpful to note individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Regrettably, it is not possible for the Hilton Omaha to accept C.O.D. shipments, and all arrangements with regard to shipping must be prepaid.
- All Packages must be delivered to the loading dock, no deliveries may come through the front entrance of the hotel
- Handling fees will be applied to all packages shipped to the Hilton Omaha. Handling fees will be charged to your guest room, credit card or may be paid for in cash. A signature will be required when picking up your package. The fees are as follows:

Incoming Envelops - \$5.00 Each

Incoming Boxes - \$5.00 Each

Incoming pallets \$50.00 Each

- For shipment of outgoing packages after your event please see our FedEx office located on the 2nd floor of the hotel. Hours of operation for FedEx are:
 - Monday through Friday, 8:00 am to 5:00 pm
 - If needed FedEx will make arrangements to be open during their off hours if scheduled at least one week in advance