

From Canine to K9

155TH
ANNUAL SESSION

APRIL 21, 2023
LAVISTA, NEBRASKA





DR. LIZ PAPINEAU
NDA President

Welcome to the NDA 2023 Annual Meeting, “From Canine to K9”! I am excited that I can blend my love of dentistry with my love of dogs into this year’s theme. As a part of my theme, we will be hosting a therapy dog area in the exhibit hall, so be sure and get your “puppy fix” during the meeting.

On behalf of the NDA, I would like to express our appreciation for your interest in our meeting. We are looking forward to a busy, energetic, and informative event at the Embassy Suites in LaVista, Nebraska, on April 21, 2023.

The NDA continues our commitment to working collaboratively with you and with one another for a successful meeting. We are happy to let you know that we will be bringing back the more intimate exhibit hall with several areas where you can socialize and do business with your customers. We also know that lunch options are limited in the area, so we are pleased to include two complimentary boxed lunches per company as a part of your registration. If you would like to order additional lunches, you may do so via the contract.

In closing, thank you for your continued support of the Nebraska Dental Association. We know that the last few years have been challenging, but with those challenges, we have learned to adapt and change to best meet the needs of our customers and patients.

See you on April 21, 2023!

Sincerely,



Dr. Liz Papineau, NDA President



Exhibitor Information

Exhibit Hall Hours

ONE DAY ONLY!

Friday, April 21, 2023 – 7:30 a.m. to 5:00 p.m.

Set Up and Tear Down

Set Up – Thursday, April 20, 2023

2:00 p.m. to 7:00 p.m.

Tear Down – Friday, April 21, 2023

5:00 p.m. to 7:00 p.m.

2023 Exhibitor Booth

Package Includes:

- ▶ 10 x 10 booth with skirted table and curtained back and side walls;
- ▶ Carpeted show floor;
- ▶ 2 folding chairs;
- ▶ 1 – Company ID sign;
- ▶ 1 wastebasket;
- ▶ Wireless internet access;
- ▶ Coffee & donuts;
- ▶ 2 boxed lunches per company. *Additional lunches may be ordered on the exhibitor contract.*
- ▶ K9 Cocktail Party

Booth Specifications

All booths are 10 x 10 and will be sold individually on a first-come first-serve basis.

Exhibit Hall Diagram

Carefully review the booth layout on our website at www.nedental.org prior to registering. Changes will be made to the floor plan as booths are sold.

Booth Cost

All booths are \$600. Payment in full must accompany the completed contract.

Cancellation

All cancellations must be in writing. Cancellations received after February 14, 2023, will result in forfeiture of the entire fee. The NDA reserves the right to cancel the 2023 NDA meeting for any reason. If such a decision is made, all fees will be refunded.

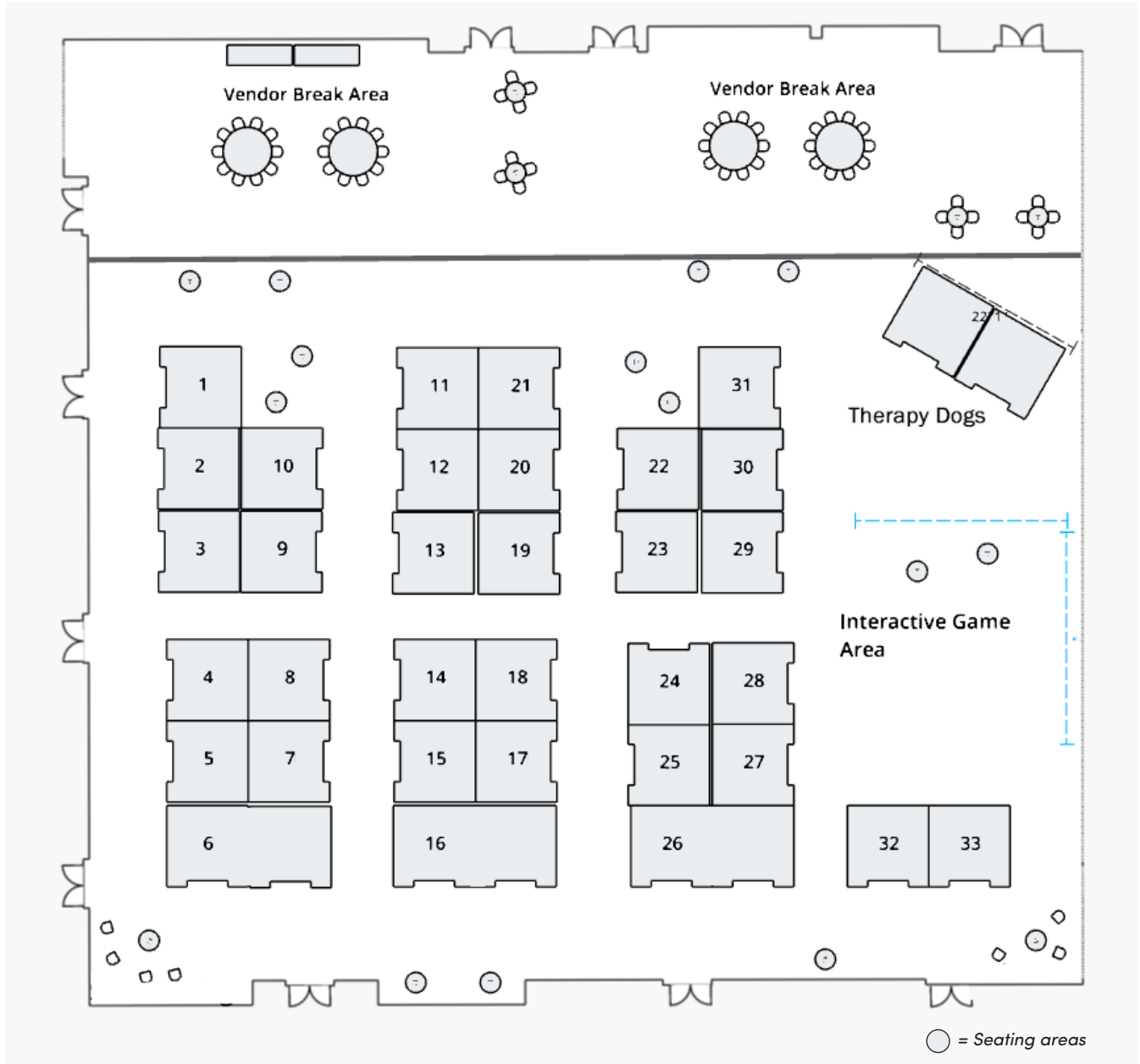


Important Dates

NDA Booth Cancellation Deadline
February 14, 2023

Hotel Deadline
March 24, 2023

Exhibit Hall Booth Layout



Booths 6, 16, and 26 are double booths and are \$1,200 each, or are included with the gold level sponsorship.

The booth layout on the NDA website at www.nedental.org will be updated as booths are sold.



Exhibitor Rules & Regulations

Rules governing exhibits and exhibitors are those of the Nebraska Dental Association (NDA). NDA show management reserves the right to prohibit any exhibit or part of an exhibit for any reason which it deems appropriate, including, but not limited to, a finding that the exhibit or part thereof is, in management's opinion, not suitable to or keeping with the character of the exhibition. Exhibitors should conduct themselves in a dignified manner at all times while in the exhibit hall.

Application and Payment for 2023 Exhibit Space:

The sale of exhibit space for the 2023 Nebraska Dental Association Annual Session will be directed by the NDA. To apply for exhibit space, exhibitors must complete and return an Exhibitor Contract. Only those contracts which have been fully completed, signed, and are accompanied by payment in full, will be considered. Contracts received without all of these items will be returned. Booths are sold on a first-come, first-serve basis.

How to Register:

To register your company, please do one of the following:

- Application by email: Email the contract to jody@nedental.org
- Applications by fax: Fax contract to 402-476-2641
- Applications by mail: Mail contract to Nebraska Dental Association, 7160 South 29th Street, Suite 1, Lincoln, Nebraska, 68516

Booth Selection:

The booth layout is available on the NDA website at www.nedental.org and will be updated as booths are sold. Prior to registering, please make sure that the booth you are requesting is still available. If you select a booth that has already been sold, the NDA will assign another comparable location subject to your approval.

Restrictions:

The subletting of space is absolutely prohibited. No exhibitor shall assign, sublet, or apportion the whole or any portion of space allotted, nor exhibit therein any products/services other than those manufactured or distributed by the exhibitor in the regular course of the exhibitor's business, nor permit any representative of any firm not exhibiting to solicit business or take orders in the exhibitor space. Any exhibitor violating this rule will be required to pay a penalty in an amount equal to the price paid for their space multiplied by the number of non-exhibiting companies soliciting business in their space. The final acceptance or filling of orders by exhibitors within the confines of the technical exhibition hall is prohibited.

Since booths have been arranged for maximum exposure to visitors, exhibitors shall not place any equipment which interferes with exposure of any other booth or impedes free use of the aisle.

LaVista Hotel & Conference Center Exhibitor Rules & Regulations:

The LaVista Hotel & Conference Center has specific rules and regulations relating to exhibits at their venue. A link to this information can be found in this packet and on the NDA website at www.nedental.org.



2023 EXHIBITOR RULES AND REGULATIONS CONTINUED...

Freight Services:

The LaVista Hotel & Conference Center will handle ALL the freight services for our meeting. Please refer to the shipping and receiving information in this packet. A link to this information can also be found on the NDA website at www.nedental.org.

Additional Booth Needs:

Each exhibitor booth includes the items listed on page three. Any additional booth needs will be your responsibility. Information regarding rental and service orders with descriptions and rates are available in this packet.

Liability:

The Association is not responsible for loss or damage to any exhibitor by reason of fire, strikes, labor disputes, or any other cause beyond the control of the Association which in any manner restricts, limits, or cancels the meeting. The Nebraska Dental Association and the Embassy Suites / LaVista Conference Center do not guarantee exhibitors against loss of any kind because of the presence of guards or any other protection that might be in effect during the meeting.

Company Representatives:

Each representative will be required to wear a name badge, which will distinguish him/her as a member, exhibitor, or visitor to your booth as may be required by the Rules & Regulations of the Nebraska Dental Association. Exhibitors must list on the exhibitor contract, the names of company representatives who will be staffing their booth during the meeting. Badges will be made from this list. Any names NOT included on the contract will not have badges made in advance of the meeting. Badges are NOT transferable.

Non-Endorsement:

The exhibiting of products during the NDA Annual Session does not constitute endorsement of the products.

Electrical Needs:

Exhibitors are responsible for purchasing electrical services directly from the venue. Please refer to the order information provided in the registration packet. A link to this information can also be found on the NDA website at www.nedental.org.

Promotional Opportunities:

Many sponsorship opportunities are available. Please review the corporate sponsorship opportunities available in this packet and on the NDA website at www.nedental.org.



K9 Cocktail Party

Exhibitors are invited to join the NDA for our K9 Cocktail Party immediately following the CE on Friday afternoon (approximately 4:30 p.m.) Drinks and appetizers will be provided.

2023

NDA ANNUAL SESSION

Hotel Information

The Embassy Suites Omaha-LaVista Hotel & Conference Center is the host hotel for the 2023 Annual Session April 21, 2023.

The Embassy Suites Omaha – LaVista Hotel & Conference Center has set aside a block of rooms for the NDA for the period of Thursday, April 20, 2023, to Saturday, April 22, 2023, at a rate of \$144 per night for single or double occupancy. Make your reservations directly with the hotel on or before March 24, 2023.

To make your reservations, use the link on the NDA website at www.nedental.org. If you prefer to make your reservations by phone, please contact the hotel at 402-331-7400 and say that you are with the “NDA”.

So that we can fill our room block, we ask that you inform the hotel that you are with the NDA meeting, even if you are using hotel points. Thank you in advance for your cooperation.



MAKE RESERVATIONS BY
MARCH 24, 2023





2023 EXHIBITOR CONTRACT

EMBASSY SUITES – LAVISTA CONFERENCE CENTER | APRIL 21, 2023

RETURN FORM TO: 7160 SOUTH 29TH STREET, SUITE 1, LINCOLN, NE 68516 (MAIL) • 402-476-2641 (FAX) • JODY@NEDENTAL.ORG (EMAIL)

Company Name _____

(Print name as you would like it to appear)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Key Contact: _____ Cell: _____

Booth Selection:

Booths are sold on a first-come, first-serve basis. Please review the booth layout on the NDA website at www.nedental.org for available booths and to ensure the booth you are requesting is still available.

Booth #: _____ Booth #: _____ Booth #: _____

Electrical:

Electrical needs to be ordered and paid for separately through the Embassy Suites / LaVista Conference Center. See order form in this packet and on the NDA website.

Exhibitor Personnel:

Please list the names of representatives who will be staffing your booth. Please print clearly as this list will be used to prepare name badges.

Badge #1 _____

Badge #2 _____

Badge #3 _____

Badge #4 _____

Badge #5 _____

Description of Product or Service:

Booth Total:

# OF BOOTHS	PRICE PER ITEM	TOTAL
Booth _____	x \$600.00 =	\$ _____
Additional boxed lunches _____ @ \$20 each =		\$ _____
<input type="checkbox"/> Corporate Sponsor		\$ _____
TOTAL AMOUNT DUE: \$ _____		

(Please fill out separate sponsorship form)

Payment Method:

Payment in full must accompany contract! The NDA will consider only those contracts that are completed, signed, and accompanied by payment. Partial payments are not accepted.

Check enclosed made payable to:
Nebraska Dental Association

American Express Discover Mastercard / VISA
(please circle type)

Amount to be charged: \$ _____

Credit Card # _____

Exp. Date: _____ Security Code: _____

Cardholder's Name: _____

Billing Address: _____

Signature: _____

Agreement:

The undersigned hereby contracts for exhibit space at the 2023 Nebraska Dental Association Annual Session and agrees to abide by the provisions of the Rules, Regulations and Information as published. All provisions of the official Rules, Regulations and Information are hereby incorporated herein by reference. Violations of this agreement will subject the exhibitor to penalties outlined herein, which may include forfeiture of booth space and/or booth fees. No refunds after February 14, 2023.

Authorized Signature: _____ Date: _____

Printed Name: _____

2023 CORPORATE SPONSORSHIP FORM

Thank you for your commitment to the NDA Annual Session. We value and appreciate the importance that our corporate sponsors have on our meetings. Please select the sponsorship level below.

- | | |
|---|---|
| <input type="checkbox"/> Platinum Level (\$7,500) | <input type="checkbox"/> K9 Cocktail Hour (\$5,000) |
| <input type="checkbox"/> Gold Level (\$5,000) | <input type="checkbox"/> Speaker Sponsor (<i>exclusive sponsorship available – less than full funding requires co-sponsorship</i>) |
| <input type="checkbox"/> Silver Level (\$2,500) | <input type="checkbox"/> Coffee Sponsor (\$800 – 2 available) |
| <input type="checkbox"/> Bronze Level (\$1,500) | <input type="checkbox"/> Hospitality Hour Sponsor (\$800 – 2 available) |
| <input type="checkbox"/> Photo Booth Sponsor (\$2,500 – 1 available) | |

Company Name: _____

Show Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Payment Method:

Payment in full must accompany this form unless other arrangements have been made with the NDA.

- Check enclosed made payable to: Nebraska Dental Association
- American Express Discover Mastercard / VISA (please circle type)

Credit Card # _____ Exp. Date: _____ Amount to be charged: \$ _____

Cardholder's Name: _____

Billing Address: _____

Signature: _____

Please return this form, with payment, to the Nebraska Dental Association, 7160 South 29th Street, Suite 1, Lincoln, Nebraska, 68516, fax to 402-476-2641 or email to jody@nedental.org.

2023 CORPORATE SPONSORSHIP OPPORTUNITIES

Platinum Level \$7,500

- Four (4) booths (10 x 10 each) in prime location (\$2,400+ Value)
- Two (2) full page ads in the NDA newsletter anytime during 2023 (\$550)
- Signage at the event
- Special recognition in all promotional materials

Gold Level \$5,000

- Two (2) booths (10 x 10 each) (\$1,200 value)
- One (1) full page ad in the NDA Newsletter anytime during 2023 (\$625)
- Signage at the event
- Special recognition in all promotional materials

Silver Level \$2,500

- One (1) ½ page ad in the NDA Newsletter anytime during 2023 (\$350)
- Signage at the event
- Special recognition in all promotional materials

Bronze Level \$1,500

- Signage at the event
- Special recognition in all promotional materials

NEW! Photo Booth Sponsor \$2,500

Custom photo experiences are one of the most effective tools to consistently earning traction on social media. The photo booth experience includes branded image, social sharing, analytics, and reporting. Attendees will take photos that they want to share with your hashtag. Simple Booth makes the photo booth process seamless and provides the tools to track results.

- Sponsoring company name will be printed at the bottom of each photo
- Photo booth will be placed next to the sponsor's booth
- One (1) ½ page ad in the NDA newsletter anytime during 2023 (\$350)
- Signage at the event
- Special recognition in all promotional materials

K9 Cocktail Hour Sponsor \$5,000

- Two (2) booths (10 x 10 each) (\$1,200 value)
- One (1) full page ad in the NDA Newsletter anytime during 2023 (\$625)
- Signage at the event
- Special recognition in all promotional materials

Speaker Sponsor

Exclusive sponsorships available (less than full funding requires co-sponsorship)

- One (1) booth (10 x 10) (\$600 value)
- Signage outside the lecture hall
- Special recognition in all promotional materials
- Sponsor will be acknowledged during speaker introduction

Coffee Sponsor \$800

- Signage outside the lecture hall
- Special recognition in all promotional materials

Hospitality Hour Sponsor \$800

- Signage outside the exhibit hall
- Special recognition in all promotional materials

LA VISTA / HOTEL & CONFERENCE CENTER

Exhibitor Rules & Regulations

OVERVIEW

The purpose of this document is to provide our clients, exhibitor, as well as outside vendors and contractors (hereinafter referred to as "Supplier") of products and services with Rules & Regulations and necessary documentation to conduct business on the property of the La Vista Conference Center (hereinafter referred to as "LVCC").

DOCUMENTATION REQUIREMENTS

An outside supplier can be approved for work on the property of the LVCC under the following circumstances:

- A. Current Certificate of Insurance on file with the LVCC's Accounting Office reflecting the following:
 1. A minimum of \$1,000,000.00 in General Contractor's Liability Insurance.
 2. La Vista Conference Center named as an additional insured.
 3. La Vista Conference Center named as an additional loss payee.
 4. Coverage for all risks, including Worker's Compensation.

- B. Hold-Harmless Agreement from supplier on file absolving the LVCC from any claim of damages resulting from equipment used or labor provided by the supplier.

OPERATING RULES

1. All local, state, federal, and LVCC codes and regulations are to be followed at all times by the supplier.
2. All connections to the building's power services are to be handled by the LVCC. The supplier is responsible for all charges for connecting to and usage of any power services.
3. LVCC personnel must make all connections to the house sound system. The supplier is responsible for all charges for connecting to and usage of the LVCC's sound system.
4. LVCC has no storage facilities for equipment. This is the responsibility of the supplier. Back hallways, loading docks and storage rooms are for LVCC equipment only.
5. Indoor Pyrotechnic Devices. Contact your Convention Services Manager for specific rules and regulations.
6. When using chemical or dry ice for machines, the supplier is required to contact the LVCC with each date and times that such equipment will be in use. This must be done to ensure that the fire system is not activated. The supplier is responsible for all costs of LVCC personnel required to de-activate and re-activate the fire system. During the time that the system is de-activated, the supplier is responsible for all labor charges for the LVCC personnel to maintain a Fire Watch in the affected area of the LVCC. The cost of this service is based on prevailing wage rate charges. Contact the Servicing manager for prevailing rates.
7. The supplier will be responsible for all costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged or damaged in the course of an event. The supplier will also be responsible for any costs or fines assessed by the local Fire Department for false alarms resulting from the unscheduled discharge of pyrotechnic, fog or smoke generating devices.
8. An outside contractor hired by the supplier must adhere to all applicable rules and regulations as fully as required by the supplier. Any damage incurred to LVCC property or equipment in their specific work area will be the responsibility of the supplier.
9. The floor load limit for all spaces on the LVCC property is 150 pounds per square foot. This is an absolute limit and no exceptions will be made. Violations will not be permitted.

FOOD AND BEVERAGE

1. The LVCC does not allow outside vendors to sell food or beverage. Food is allowed as sampling only and must follow the requirements below. All food and beverage needs must be coordinated through the LVCC.
2. Food Sampling. The exhibit supplier must notify the Convention Services Manager in writing of any exhibitor dispensing food or beverage from their booth at least 30 days prior to the event.
 - a. Exhibits sampling food or beverage must cover the entire booth area with visqueen over the carpets at their expense. Visqueen can be purchased at Home Depot.
 - b. Acceptable Cooking Equipment on Exhibit Floor – Waffle Irons, Toaster Oven, Pizza Cooker, Convention Oven, Microwave, Hot Boxes, and Heat Lamps. **NO DEEP FAT FRYERS ARE ALLOWED.**
 - c. Proper removal of accumulated liquid waste is required twice daily. No grease or food products can be disposed of in the restroom sinks, toilets or broom closets.
3. It is the responsibility of the supplier to provide freezer and refrigerator space during their event. The LVCC takes no responsibility for loss due to spoilage of any supplier products.
4. Kitchen space or the use of the LVCC equipment is not permitted. All exhibitors are required to bring in their own equipment. Any equipment or supplies needed may be rented or purchased through arrangements made with the LVCC upon a case-by-case basis.
5. All requests for kitchen preparation or the use of the LVCC personnel must be made in writing at least 30 days prior to the event. These are only requests, and will be reviewed and approved by the Assistant General Manager of Food & Beverage on a case-by-case basis.

LOAD-IN/LOAD-OUT/DRAYAGE/MATERIALS HANDLING

1. Exhibit areas must be covered with visqueen or exhibit booth carpet prior to any freight materials or wood runways being brought into the facility. The supplier shall be responsible for any damage done to the floor or carpet while moving in or out. Fork lifts, scissors lifts or any other rolling equipment may not come in contact with carpeted surfaces, and wheels must be of the white, non-marking variety.
2. The LVCC has limited storage facilities on property for exhibit materials. Shipments will not be received more than 3 business days prior to event. All shipments must be addressed as follows:

**Attn – Banquets (Event Name / Exhibitor Name)
Embassy Suites La Vista
12520 Westport Parkway
La Vista, NE 68128**

3. At no time will chalk be used to mark the floor for the exhibit booths.
4. All decorating materials, exhibits and related products must be handled by the supplier contracted to do the work. All items belonging to the individual exhibitors must use approved service entrances. The LVCC maintains no storage facilities for empty cases, crates, skids, containers, cartons or vehicles.
5. At the close of the show, the supplier or the exhibitor must remove all exhibit materials and trash from all public spaces.

6. The supplier will work with the LVCC to outline the exact days and times for both load-in and load-out. The schedule of times and numbers of vehicles used for load-in and load-out, productions or entertainment events must be submitted to the LVCC a minimum of ten days prior to the event.
7. A LVCC representative must be assigned to monitor load-in and load-out.
8. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage will encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials are allowed. No sawing or cutting of materials with any power tools is permitted.
9. The supplier is responsible for traffic control of all vehicles scheduled by them for load-in and load-out. Parking of trucks or trailers overnight at the loading docks is prohibited without prior written consent of the LVCC. Unless a trailer is being loaded or unloaded, it must be removed from the property.
10. Pipe and Drape is not allowed in the Foyer areas without prior consent from the LVCC.
11. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the functions spaces. Propane powered vehicles are permitted.
12. The space for each group will be walked with the supplier and a LVCC representative. This will include access to corridors, loading docks, roll up doors and the driveway or any area pertaining to the exhibit move-in. The inspections are to take place prior to move-in and at the completion of move-out. If two groups are moving in and out at the same time, a room-by-room inspection will be done with each supplier.
13. Platform dollies of the four-wheel type are permitted for material movement into and out of the LVCC. Platform or deck trucks are also acceptable but must be equipped with hard or soft rubber wheels at least 4-inches in diameter.
14. At no time will the LVCC allow nails to be applied to the walls, furnishings or Air-Walls. Any property damaged by the use of tape or other materials will be repaired to its original conditions at the expense of the supplier. This includes the removal of all type residues. The use of packing tape on floors is prohibited. No painting of any kind is allowed on the LVCC property.
15. Exhibits using food, beverage, ink, chemicals or other liquids must have visqueen over the carpets. The exhibitor must cover the entire booth area with a carpet of their choice and at their expense. Proper removal of accumulated liquid waste is required twice daily.
16. Several conditions apply to installation for the most effective move-in possible. First, total dock access must be possible for the entire installation. Decorating and freight move-in will occur simultaneously, but the exhibitor move-in will occur during completely separate times. This should reduce competition for dock access by freight handlers and exhibitors.

ELECTRICAL SERVICES

1. All electrical services must be coordinated through La Vista Conference Center Audio Visual personnel.
2. It is the responsibility of the supplier to provide La Vista Conference Center a detailed list of all power requirements at least one week prior to the show. There is a charge for electrical hook-up and services.

MOTORIZED VEHICLE DISPLAY

Definition: *Motorized vehicles are defined as any type of vehicle which is propelled by an internal combustion engine using Class 1 or Class 2 fuel, such as but not limited to: automobiles, trucks, motorcycles, aircraft and watercraft.*

1. All motorized vehicles which are displayed shall have all batteries disconnected at the “Hot” lead. The lead shall be safely secured to prevent contact with the battery.
2. Fuel tanks in vehicles on display shall not exceed one-fourth of a tank.
3. All motor vehicle tanks containing fuel shall be furnished with locking –type caps or sealed with tape to prevent inspection by viewers. Tractors, chainsaws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner. A protective floor mat is required.
4. Upon entering, visqueen must be laid under the vehicle. The visqueen must remain under the vehicle during the entire time that it is on display. A drip pan must also be used at all times under the engine/transmission and any other possible leak sites.
5. A La Vista Conference Center security representative must be present during the load-in and load-out of motorized vehicles.

SECURITY

1. All outside security must have the approval of the La Vista Conference Center prior to the opening date of the event.
2. The supplier is responsible for the security of its own equipment at all times.
3. La Vista Conference Center requires that the following be on file:
 - A. *Certificate of Insurance: \$1-million minimum General Contractors’ Liability Insurance.*
 - B. *Hold-Harmless Agreement*
 - C. *All officers must be in uniform and maintain acceptable grooming standards.*
 - D. *No smoking or eating during business hours.*
 - E. *No firearms are permitted in the building with the exception of uniformed officers of the local Police Department.*
 - F. *No sitting when visible in a public area.*
 - G. *All meal breaks are to be taken in designated area.*

TELEPHONE SERVICES

1. All telephone service must be coordinated through the La Vista Conference Center’s Audio Visual department and the Convention Services Manager.
2. All requests must be made at least 30 days in advance of arrival. Important ISDN or T-1 lines must be ordered a minimum of 15 days in advance of arrival.

SIGNAGE

1. All requests for placement of group directional and informational signs should be forwarded to the La Vista Conference Center at least 7 days in advance for approval. Placement of signs, placards, and announcements or distribution of any periodicals is prohibited without the prior written consent of the Convention Services Manager.

2. Signs cannot be taped and or pinned to the meeting space walls. Any damage to the building or furnishing will be the responsibility of the supplier.

DAMAGES

1. The inspection of the exhibit hall is to be done prior to set-up and upon completion of teardown by the supplier. The inspection will be done with a Conference Center Representative.
2. Damage to the furniture, fixtures, carpet or equipment in the exhibit area is the responsibility of the supplier.
3. An acknowledgement of damages will be presented to the supplier at the end of the show for signature.
4. All charges for damages will be submitted in writing to the supplier with 24 hours of departure.
5. Furniture will not be moved in or from public areas without prior consent from the La Vista Conference Center' General Manager.



EMBASSY SUITES®

Omaha - La Vista/Hotel & Conference Center

Shipping & Receiving

In-Bound Shipments

Please include the following information on your in-bound package label:

Name of Group Attn: Guest Name or Company Name / Cell Number Embassy Suites La Vista 12520 Westport Parkway La Vista, NE 68128
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- Arrangements to receive 10+ packages and pallets must be made in advance.
- Embassy Suites is not responsible for any damaged packages and has the right to refuse any shipments
- Embassy Suites is not responsible for helping unload any delivery truck that may drop off shipments. The Hotel does not own a forklift.

Hours for Receiving Freight

Monday-Friday: 7AM-4PM, at the back dock of the Conference Center

Saturday-Sunday: By the Embassy Suites Front Desk

Normal Delivery Times

- UPS: 11am – 1pm
- FedEx: 9am – 12pm

Incoming Packages

Envelopes and Small FedEx/UPS Carrier Company Boxes.....	No Charge
All Packages 5-10 pounds.....	\$5.00 per package
All Packages 11-20 pounds.....	\$10.00 per package
All Packages 21-35 pounds.....	\$15.00 per package
All Packages 36-50 pounds.....	\$20.00 per package
All Packages 51+ pounds.....	\$25.00 per package
All Packages held over 4 days.....	\$2.00 per package per day
All Normal Size Pallets.....	\$75.00 per pallet
All Oversized Pallets.....	\$100.00 per pallet
All Pallets held over 2 days.....	\$50.00 per day

All packages not claimed after 30 days will be discarded!

Embassy Suites Omaha - La Vista / Hotel & Conference Center

12520 Westport Parkway, La Vista, NE 68128

(402) 331-7400 Fax (402) 408-5479

Send to: kelsie.novotny@atriumhospitality.com

Exhibitor Order Form

Conference / Event Name:

Company Name:

Your Name:

Onsite Contact:

Booth #

Phone #:

Event Dates:

E-mail: (req'd)

Signature

Hotel Use Only:

	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Electrical				
Standard Outlet			\$25.00	\$0.00
208 Power (Must have adapter to meet Nema #L2130)			\$50.00	\$0.00
* Please No Deep Fat Fryers				

Information Technology				
Analog Phone Line			\$50.00	\$0.00
Wireless Internet Access- Included				
Hard Wired Internet Line			\$100.00	\$0.00

Audio Visual				
Laptop Computer			\$200.00	\$0.00
Wired Microphone			\$70.00	\$0.00
Wireless Lapel			\$135.00	\$0.00
Wireless Handheld			\$135.00	\$0.00
4-Channel Audio Mixer			\$60.00	\$0.00
49" HD LCD Television (on a rolling cart)			\$150.00	\$0.00
DVD Player			\$75.00	\$0.00
LCD Projector			\$300.00	\$0.00
LCD Support Package			\$125.00	\$0.00
8' Tripod Screen			\$75.00	\$0.00
AV Cart			\$25.00	\$0.00

Shipping				
Packages 5-10 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$5.00	\$0.00
Packages 11-20 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$10.00	\$0.00
Packages 21-35 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$15.00	\$0.00
Packages 36-50 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$20.00	\$0.00
Packages 51+ pounds (Packages held over 4 days will be assessed a holding charge see below)			\$25.00	\$0.00
Packages held over 4 days (per box per day) **			\$2.00	\$0.00
Normal Size Pallets (Pallets held over 2 days will be assessed a holding charge see below)			\$75.00	\$0.00
Oversized Pallets (Pallets held over 2 days will be assessed a holding charge see below)			\$100.00	\$0.00
Pallets held over 2 days (per pallet per day) **			\$50.00	\$0.00
** When figuring costs, only days OVER the number listed are assessed an additional fee				

Additional Furniture				
All full booths include black pipe & black drape, 6' or 8' table with linen, 2 chairs, 1 trash can				
6' Table, Please Circle one: (6' x 30") or (6' x 18")			\$10.00	\$0.00
8' Table, Please Circle one: (8' x 30") or (8' x 18"): **We will have it at your booth for 2 days**			\$15.00	\$0.00
Cocktail Table (30" Diameter)			\$15.00	\$0.00
Soft Seating (Lounge Chairs)			\$75.00	\$0.00
Bar Stool			\$15.00	\$0.00
*Motorized Vehicle Display - please confirm details with Conference Center			\$100.00	\$0.00

Food Items (subject to an additional 1.5% food & beverage tax)				
Boxed Lunch			\$25.00	\$0.00
Executive Boxed Lunch			\$29.00	\$0.00
				\$0.00
				\$0.00

	F&B ONLY Sub Total	\$	-	
	F&B Tax (1.5% X Food Items ONLY)	\$	-	
	Service Charge (25%)	\$	-	
	Tax (7.5%)	\$	-	
	F&B TOTAL	\$	-	

ALL Forms must be returned by:

*Please complete form and return via email to complete order

*Payment information will be e-mailed to you in order to complete transaction - CC ONLY

*Any orders received or changes made after the return date

are subject to a late charge

	Grand Total	\$	-	
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* Service Charge is Taxed 7.5%



156th NDA Annual Session

April 12, 2024 | LaVista, NE