



## EXHIBITOR PACKET

Review and return the following completed forms by Friday, April 13<sup>th</sup>.  
By sending to [allison@planitomaha.com](mailto:allison@planitomaha.com) or fax to 402.333.3157.

Thank you for partnering for the ICAN Women's Leadership Conference!

### Event Information

For your travel planning needs:

Set up: Monday, May 14<sup>th</sup> | 12-3pm

Tear Down: Tuesday, May 15<sup>th</sup> | 4pm

### Event Contacts

*Booth Details or General Exhibitor Questions:*

Allison Keller, Conference Exhibitor Manager, planitomaha

T: 402-333-3062 X214 | C: 402-680-6650 | [allison@planitomaha.com](mailto:allison@planitomaha.com)

Erin Potter, Program Manager & Marketing Coordinator, ICAN

T: 402.392.0746 | [erin@icanglobal.net](mailto:erin@icanglobal.net)

## **EXHIBITOR INFORMATION**

Exhibiting Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

### **On-Site Contact Information (if different than main contact):**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **LOAD IN INSTRUCTIONS**

All exhibitors must unload and load on the east side of the building at the designated ramp/docks for the show. All exhibitors must check in with the traffic manager at the dock. To access the dock area, turn east off of 10th Street onto Meca Drive, which is on the north side of CenturyLink Center Omaha. Turn right on the east side of the building into the dock area.

## **ON-SITE BOOTH INSTRUCTIONS**

Included in your partnership the following amenities are standard.

- One (1) 8x10' booth or 8x20' booth (depending on choice at selection time)
- 8-foot back wall
- 42-inch high draped sidewalls
- One parking pass
- One (two if Retail) draped 8-foot table
- Two Chairs
- Two complimentary lunches for booth staff
- One printed identification sign

## **ADDITIONAL ITEMS:**

Should you need to order additional exhibitor utilities & technical services outside of what is provided above, please follow the instructions below.

Order Online at [www.centurylinkcenteromaha.com](http://www.centurylinkcenteromaha.com)

### **Navigating the Site:**

Once you are on our website, select "Convention Center" from the menu bar at the top of the page. This will take you to the convention center home page. While there, you will see a tab on the left side of the screen for "EXHIBITORS". Click on that tab to reveal the list of exhibitor information. From that list, select "Online Ordering" and begin the ordering process which starts by selecting your event from the event list.

All exhibitors are responsible for reading and complying with the Exhibitor Rules & Regulations and the Exhibitor Technical Rules & Regulations. These documents cover topics such as shipping/receiving (the facility does not accept exhibitor shipments), fire & safety regulations, and policies regarding special decorations....just to

name a few. They are located on our website within the list of exhibitor information when you select “Downloadable Order Forms.”

Order Deadline: All orders must be received or post marked seven (7) calendar days prior to the designated exhibitor move-in date to qualify for the advance rates otherwise standard rates will apply.

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I have read and acknowledged all of the above terms and conditions: \_\_\_\_\_

**Event Contact**

*Booth Details or General Exhibitor Questions:*

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