

## Embassy Suites Omaha - La Vista / Hotel & Conference Center

12520 Westport Parkway, La Vista, NE 68128

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

### Exhibitor Order Form

Conference / Event Name: Nebraska Agri-Business Exposition, Jan. 28-29, 2020	
Company Name:	Your Name
Onsite Contact:	Booth #
Phone #:	Email:
	Fax #

Booth Preferences	
Please Circle if you would like a 6' table <b>rather</b> than an 8' table at your booth	6' Table Requested: <input type="checkbox"/> No Extra Charge
Each booth comes with 1 table, 2 chairs & a wastebasket. If you have multiple booths, please indicate if you require all the furnishings	<input type="checkbox"/> I require all furnishings I only need _____ tables, _____ chairs and

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

Information Technology	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Analog Phone Line			\$50.00	
Wireless Internet Access			\$10.00	
Hard Wired Internet Line			\$100.00	

Audio Visual	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Laptop Computer			\$200.00	
Wired Microphone			\$50.00	
Wireless Lapel			\$100.00	
Wireless Handheld			\$100.00	
4-Channel Audio Mixer			\$55.00	
42" HD LCD Television (on a rolling cart)			\$125.00	
DVD Player			\$75.00	
LCD Projector (2,500 Lumens)			\$200.00	
LCD Support Package			\$75.00	
8' Tripod Screen			\$75.00	
AV Cart			\$25.00	

Shipping	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Packages 5-10 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$5.00	
Packages 11-20 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$10.00	
Packages 21-35 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$15.00	
Packages 36-50 pounds (Packages held over 4 days will be assessed a holding charge see below)			\$20.00	
Packages 51+ pounds (Packages held over 4 days will be assessed a holding charge see below)			\$25.00	
Packages held over 4 days (per box per day) **			\$2.00	
Normal Size Pallets (Pallets held over 2 days will be assessed a holding charge see below)			\$75.00	
Oversized Pallets (Pallets held over 2 days will be assessed a holding charge see below)			\$100.00	
Pallets held over 2 days (per pallet per day) **			\$50.00	

\*\* When figuring costs, only days OVER the number listed are assessed an additional fee

Additional Furniture	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
6' Table, Please Circle one: (6' x 30") or (6' x 18")			\$10.00	
8' Table, Please Circle one: (8' x 30") or (8' x 18"): **We will have it at your booth for 2 days**			\$15.00	
Cocktail Table (30" Diameter)			\$15.00	
Soft Seating (Lounge Chairs)			\$75.00	
Bar Stool			\$15.00	
*Motorized Vehicle Display - please confirm details with Conference Center			\$100.00	

Food Items	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Freshly Baked Cookies by the Dozen			\$37.00	
Individual Bags of Popcorn or Mulligan Mix (please select one)			\$4.00	
Fun Sized Candy Bars by the Dozen			\$30.00	
Individual Vendor Boxed Lunch: ___Ham ___Turkey ___Roast Beef ___Vegetarian			\$20.00	

(includes, Pre-Made Sandwich - Please select one of the above, Bag of Chips, Cookie & Bottled Water)

Sub Total	
Service Charge (23%)	
Sub Total	
Tax (7.5%)	
<b>Grand Total</b>	

#### Payment Information: (Please No Checks)

Credit card #:	_____
Card Holders Name:	_____ Exp Date _____
Mailing Address	_____
City	_____ State _____ Zip Code _____
Email Address (for receipt)	_____
Signature	_____

Sub Total

x 1.23

= Sub Total

x 1.075

= Grand Total

\* Service Charge is Taxed