

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

12520 Westport Parkway, La Vista, NE 68128

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

**RETURN FORM TO: [mandy.vanderloo@atriumhospitality.com](mailto:mandy.vanderloo@atriumhospitality.com)**

**Exhibitor Order Form**

Conference / Event Name: <b>Nebraska Agri-Business Exposition</b>	
Company Name:	Your Name
Onsite Contact:	Booth #
Phone #:	Event Dates: <b>January 25-26, 2022</b>
E-mail: (req'd)	
Signature	<i>Hotel Use Only: SESM - Frank</i>

Electrical	# Days D	Qty Q	Price P	Total 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 D	Qty Q	Price P	Total D x Q x P = Total
Analog Phone Line			\$50.00	
Wireless Internet Access			\$25.00	
Hard Wired Internet Line			\$100.00	

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

Shipping	# Days D	Qty Q	Price P	Total D x Q x P = Total
Packages 5-10 pounds ( <i>Packages held over 4 days will be assessed a holding charge see below</i> )			\$5.00	
Packages 11-20 pounds ( <i>Packages held over 4 days will be assessed a holding charge see below</i> )			\$10.00	
Packages 21-35 pounds ( <i>Packages held over 4 days will be assessed a holding charge see below</i> )			\$15.00	
Packages 36-50 pounds ( <i>Packages held over 4 days will be assessed a holding charge see below</i> )			\$20.00	
Packages 51+ pounds ( <i>Packages held over 4 days will be assessed a holding charge see below</i> )			\$25.00	
Packages held over 4 days (per box per day) **			\$2.00	
Normal Size Pallets ( <i>Pallets held over 2 days will be assessed a holding charge see below</i> )			\$75.00	
Oversized Pallets ( <i>Pallets held over 2 days will be assessed a holding charge see below</i> )			\$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 D	Qty Q	Price P	Total D x Q x P = Total
<b>**All full booths include black pipe &amp; black drape, 6' or 8' table with linen, 2 chairs, 1 trash can**</b>				
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	

**ALL Forms must be returned by: January 10, 2022**

\*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

Sub Total	\$
Service Charge (25%)	\$
Tax (7.5%)	\$
<b>Grand Total</b>	<b>\$</b>

\* Service Charge is Taxed 7.5%