



Welcome to Western Area Conference being held **August 6-8, 2018** at the Embassy Suites Omaha Scottsdale in Omaha, Nebraska.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley (david.briley@nace.org).

Additional information can be found on the **CAC 18 Website**:
<http://cac.nace.org/>

CONFERENCE LOCATION

Embassy Suites Omaha
12520 Westpoint Parkway
La Vista, Nebraska 68128
Phone: 402-331-7400

EXHIBIT HOURS & EVENTS

Monday, August 6th

Exhibitor Set-Up	8:00am – 1:30pm
Exhibit Hall Open	1:30pm – 6:00pm

Tuesday, August 7th

Exhibit Hall Open	9:30am – 7:30pm
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Wednesday, August 8th

Exhibit Hall Open	8:00am – 10:30am
Exhibitor Tear Down	10:30am – 2:00pm

EXHIBITOR INFORMATION

Exhibit Space includes:

- 8 x10 exhibit space (6 ft. skirted table and 2 chairs)
- One booth attendant with full conference registration

***Please note that there is an additional charge for electrical, \$25.00+ per day for standard plug (Advanced Order Price). Please see below:*

Electricity and Audio Visual:

Electrical, Internet, and Audio Visual are available through the hotel. Please see the form on page 3.

Material Handling and Shipping:

Please see page 4 for the hotel Shipping and Receiving Instructions, to answer any questions regarding rules, regulations, and fees in regards to shipping items to the hotel.

LODGING

Embassy Suites Omaha
12520 Westpoint Parkway
La Vista, Nebraska 68128
Phone: 402-331-7400

Reservations: Deadline for hotel registration is **July 13, 2018**.

Room Type	Rate
Single/Double	\$139 per night
Triple/Quad	\$159 per night

**The above rates are subject to applicable tax.*

[To reserve your hotel room click here.](#)

Please indicate you're with "NACE INTERNATIONAL**" when making your room reservations to receive the official discount. Group Code: NC8.

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:	
Company Name:	Your Name
Onsite Contact:	Booth #
Phone #:	Fax #

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 <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	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	

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			\$19.00	

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

Sub Total	
Service Charge (21%)	
Sub Total	
Tax (7.5%)	
Grand Total	

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 1.21
= Sub Total
x 1.075
= Grand Total

* Service Charge is Taxed



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!