



**2019 NCRC NAHRO  
CONFERENCE**

**OMAHA, NEBRASKA**

**April 16 - 18, 2019**

**VENDOR / SPONSOR PACKET**





# 2019 NCRC NAHRO CONFERENCE SPONSORSHIP LEVELS

## **DIAMOND SPONSOR \$5000**

Welcome Remarks – Opening General Session  
Wednesday Luncheon Address (5-10 mins) & Introduction of Speaker  
Exclusive Room Key Advertising  
Name Badge Advertising  
Signage Rights (Banner display – if provided)  
Sponsor Signage throughout the conference  
Prominent Exhibit Space (Tier 1)  
Conference Projection Backdrop  
Company Literature and Promotional Items (Expense of Vendor) in all conference bags  
Conference Program Advertising (FULL PAGE)  
Sponsor Recognition in Conference Program  
Registration for two (2) Representatives  
    Tuesday (luncheon; President Reception)  
    Wednesday (Continental Breakfast; Luncheon; (inclusive of continental breakfast; luncheon; receptions; and dinner)  
    Thursday (Continental Breakfast)

## **GOLD SPONSOR \$3000**

Remarks – Wednesday AM General Session or Thursday AM General Session (5 mins)  
Sponsor Signage throughout the conference  
Informational Material and/or company promotional items in all attendee conference bags  
Prominent Exhibit Space (Tier 2)  
Conference Registration for two (2) Representatives Tuesday  
    (luncheon; President Reception)  
    Wednesday (Continental Breakfast; Luncheon; inclusive of continental breakfast; luncheon; receptions; and dinner)  
    Thursday (Continental Breakfast) Conference  
Projection Backdrop  
Company Literature and Promotional Items (Expense of Vendor) in all conference bags  
Sponsor Recognition in Conference Program  
Conference Program Advertising (1/2 page)

# 2019 NCRC NAHRO CONFERENCE SPONSORSHIP LEVELS

## **BRONZE SPONSOR \$1000**

Sponsor Signage throughout the conference Exhibit Space (Tier 3)

Conference Registration for two (2) Representatives Tuesday (luncheon; President Reception)

Wednesday (inclusive of continental breakfast; luncheon; receptions; and dinner)

Conference Projection Backdrop

Sponsor Recognition in Conference Program

Conference Program Advertising (1/4 page)

## **ADDITIONAL SPONSORSHIP OPPORTUNITIES**

### **Presidential Reception Sponsor at the Henry Doorly Aquarium \$3,000**

Exclusive Signage; Welcoming Remarks; Conference Registration (2) Representatives

### **Tuesday Luncheon Sponsor \$500**

Recognition Signage; Informational Material and/or company promotional items (place setting)

### **Wednesday Breakfast/Break(s)/Reception Sponsor \$500**

Recognition signage/Program Recognition

### **Wednesday Luncheon Sponsor \$500**

Recognition Signage; Informational Material and/or company promotional items (place setting)

### **Wednesday Banquet Sponsor \$500**

Recognition Signage; Informational Material and/or company promotional items (place setting)

### **Wednesday Entertainment Sponsor \$500**

### **Closing Conference Sponsor (Thursday) \$500**

# 2019 NCRC NAHRO CONFERENCE HOTEL RESERVATIONS & INFORMATION

PLEASE CONTACT THE HOTEL FOR RESERVATIONS

## HILTON OMAHA

1001 Cass Street  
Omaha, NE 68102  
402.998.3400

Room Reservations must be made directly with the hotel.

Reservations must be made by March 19, 2019 to receive the group rate of \$109.00 per night.

Please visit the following link to book your hotel room, or call 1.800.HILTONS and reference Group Code NCR:

<https://book.passkey.com/go/NCR19>

For questions, call:

Hilton Omaha  
402.998.3400

The hotel has the following Amenities:

- Easy access from the airport or by car (complimentary airport shuttle service)
- Self and valet parking is available (parking fees apply)
- AAA Four Diamond Award winning hotel
- Complimentary wireless internet
- Complimentary shuttle service to/from downtown area
- On-site full service Health Club with Spa Services and salt water pool available at \$10/day
- Liberty Tavern serving breakfast, lunch, and dinner
- Starbucks Coffee Shop
- FedEx Office Print & Ship Center





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## Sponsor, Exhibitor, and Advertiser Registration Form

### DIAMOND, GOLD, and BRONZE LEVEL SPONSORS:

YES                      NO                      My Company/Agency will have an Exhibitor Table during the conference in the Exhibit Hall.

### ALL SPONSOR LEVELS ADVERTISING:

With your sponsorship one ad is included, please send "camera ready" ad material for the conference program and your company/agency logo. Deadline is **March 1, 2019** for inclusion in the conference program. Ad materials can be submitted electronically to the following email address: **heatherr@hcha.net** A reply will be sent to confirm that your electronic files have been received.

If you are registering for an Exhibitor Table, do you require access to electricity? YES                      NO                      N/A

### Vendor Exhibit Set up and tear down schedule:

**Vendor Set Up: Tues., April 16th – 12pm-5pm and Wed. April 17th from 7:30am-8:30am**

**Vendor Exhibits Open: Wed., April 17th – 8:30am-5:00pm**

**Vendor tear down: Wed., April 17th - 5:00pm-6:00pm**

### ALL CONFERENCE ATTENDEES:

In order to have an accurate count, please give us the number of persons attending each of the following events:

#### Tuesday

Lunch: \_\_\_\_\_

Welcome Reception: \_\_\_\_\_

#### Wednesday

Lunch: \_\_\_\_\_

Vendor Reception: \_\_\_\_\_ Awards Banquet: \_\_\_\_\_

Please list any special dietary needs: \_\_\_\_\_

### DOOR PRIZES:

YES      NO                      My Company/Agency will have door prizes to be drawn from our own booth registration at our booth during breaks or given at the Vendor Reception Wednesday evening.

**Enclosed is my Registration Form and Fee** for the 2019 NCRC NAHRO Conference. I understand that Exhibitor Table Reservations and Assignments are on a First Come—First Served Basis and I am responsible to make hotel reservations directly with the hotel and the NAHRO block room rate is available only through March 19, 2019. I understand that additional fees may be required for an additional representative or guest as determined on the Fee Schedule on Page 1.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE INCLUDE THE TWO REGISTRATION PAGES AND SEND WITH YOUR FEE TO:**

**Nebraska NAHRO c/o Heather Looper, State Service Officer 6223 Princess Margaret Drive Lincoln, NE 68516**

Payment Questions can be directed to Heather Looper at: 402-435-0941 Email: ne\_nahro\_sso@hotmail.com





# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Form Submission** – Email completed forms to: [amurphy@psav.com](mailto:amurphy@psav.com)

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

## MONITORS

- |                                   | QTY.  |                               |
|-----------------------------------|-------|-------------------------------|
| ■ 46” LCD monitor                 | _____ | \$310                         |
| □ Dual-post stand   □ Table stand |       |                               |
| ■ 55” LCD monitor                 | _____ | \$430                         |
| □ Dual-post stand   □ Table stand |       |                               |
| ■ 70” LCD monitor                 |       | Please contact PSAV for quote |
| □ Dual-post stand   □ Table stand |       |                               |

## MONITOR ACCESSORIES

- |              | QTY.  |       |
|--------------|-------|-------|
| ■ DVD player | _____ | \$60  |
| ■ Laptop     | _____ | \$220 |

## PROJECTION

- |  | QTY.  |       |
|--|-------|-------|
| ■ LCD projector                          | _____ | \$375 |
| ■ 42”- 54” Rolling cart with black skirt | _____ | \$25  |
| ■ 8’ Tripod screen                       | _____ | \$75  |





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### AUDIO EQUIPMENT

■ Wired microphone	_____	\$45
□ Handheld      □ Lavalier		
■ Wireless microphone	_____	\$170
□ Handheld      □ Lavalier		
■ Powered speaker	_____	\$75
<i>up to five people</i>		
■ Sound system	_____	\$277
■ <i>two speakers, two stands, one mixer, one wired microphone</i>		
■ <i>up to 20 people</i>		
■ 4-channel mixer	_____	\$50

### LIGHTING

■ Up-light	_____	\$75
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### COMPUTER & ACCESSORIES

■ Laptop	_____	\$220
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### INTERNET

■ Wired internet connection	Please contact PSAV for quote
■ Dedicated bandwidth	Please contact PSAV for quote

### POWER

■ 208V Single phase – 30 AMP	_____	\$200
■ 208V Three phase – 60 AMP	_____	\$450
■ 25' AC cable	_____	\$21
■ Power strip	_____	\$21

### RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

### CUSTOM ITEMS

■ Superior WiFi internet per user	_____	\$22
■ Simple WiFi internet per user	_____	\$15
■ _____	_____	\$
■ _____	_____	\$
■ _____	_____	\$

### SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

**Alex Murphy**  
**Director, Event Technology - PSAV®**  
 Hilton Omaha  
 1001 Cass St., Omaha, NE 68102  
 ■ office: 402.346.6434 ■ email: [amurphy@psav.com](mailto:amurphy@psav.com)





# AUDIOVISUAL EXHIBITOR SERVICES

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## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

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