



**2019 NCRC NAHRO
CONFERENCE**

OMAHA, NEBRASKA

April 16 - 18, 2019

VENDOR / SPONSOR PACKET

2019 NCRC NAHRO Conference

EXHIBITOR SPACE & AD INFORMATION

EXHIBITS

Registration Type	Cost	Description
Exhibitor Registration by March 1, 2019	\$500	Includes exhibit table, listing in program, and tickets for 1 representative
Exhibitor Registration after March 1, 2019	\$600	Includes exhibit table, listing in program, and tickets for 1 representative
Additional Representative or Guest	\$150	Includes tickets for 1 additional representative or guest with registration

Exhibit space includes an 8 foot table with black tablecloth and two chairs. No skirting or draping will be provided for your vendor table. Electrical service will be available but exhibitors must supply their own extension cords.

Exhibits will be open all day on Wednesday, April 17th from 8:30am-5:00pm. Exhibits will be taken down by exhibitors between 5:00pm-6:00pm on Wed. April 17th. No vendor exhibits will be open on Thursday, April 18th but you are welcome to participate in all the events to continue your networking with attendees.

PROGRAM ADS

Ad Type	Cost	Ad Size
Full Page Ad	\$125	8.5" x 11"
Half Page Ad	\$100	5.5" x 4.25"

Every conference attendee receives a conference program which includes the schedule and description of the full conference agenda. All exhibitors are listed in the conference program. Sizes and prices listed above are for "Camera Ready" ads. All ads will be printed in color unless you provide your ad in black and white. Ad material and any special instructions must be included with the Registration Form and payment included with the Registration Form. Ad materials can also be submitted as email attachments to: heatherr@hcha.net.

Orders after March 1, 2019 cannot be guaranteed to be included in the conference program. Placement of your ad will be based on the most effective composition for the program.

2019 NCRC NAHRO CONFERENCE

IMPORTANT INFORMATION

Approximately 200 conference attendees are expected at the 2019 NCRC NAHRO Conference. Exhibit space at the Hilton Omaha has been set aside for up to 50 exhibitors. All General Sessions will take place in exhibit area. Also, lunches and breaks will be served in the exhibit areas, offering an excellent opportunity for exhibitors to showcase their products and services and make contact with conference participants.

Exhibitors are encouraged to provide one or more door prizes with entries submitted at your booth and drawings made at the Vendor Reception Wednesday evening. Participants who visit all exhibit booths will also be eligible for special prizes. Displays will be set up in a secured area that will provide you with maximum foot traffic and contact with conference attendees. Vendor exhibit area will be locked and secured on Tuesday evening.

Exhibitor displays can be set up on Tuesday, April 16th from 12pm-5pm and 7:30am-8:30am on Wednesday, April 17th. Tuesday evening will include an informal welcome reception and exhibitors are encouraged to participate.

Important Information:

The Exhibitor and Ad Registration deadline to ensure inclusion in program materials is March 1, 2019. Early Bird Rate for Registration is also March 1, 2019.

If you wish to purchase Audio/Video Services, please use the order form on pages 8-10.

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
OMAHA, NEBRASKA**

Sponsor, Exhibitor, and Advertiser Registration Form

**Advance Payment Required
Early Bird Ends March 1st**

Company Name: _____
 Name of Attendee _____
 Name of Additional Representative or Guest (additional fee required) _____
 Address: _____ City/State/Zip _____
 Phone: _____ Fax: _____ Cell Phone (for contact during conference) _____
 Email address: _____

SPONSOR, EXHIBITOR, AND ADVERTISING FEE SCHEDULE Please Circle All Applicable Fees:

Diamond Level	\$5000	includes exhibit table, full page ad and tickets for 2 representatives
Gold Level	\$3000	includes exhibit table, half page ad, and tickets for 2 representatives
Bronze Level	\$1000	includes exhibit table, business card ad and tickets for 2 representatives

See Attached Sponsorship Flyer for Complete List of Sponsorship Benefits

Exhibitor Registration by March 1	\$500	includes exhibit table, listing in program, and tickets for 1 representative
Exhibitor Registration after March 1	\$600	includes exhibit table, listing in program, and tickets for 1 representative
Additional Representative or Guest	\$150	includes tickets for 1 additional representative or guest with registration

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

**PLEASE CONTINUE YOUR REGISTRATION
ON THE NEXT PAGE**

TOTAL FEES FROM ABOVE \$ _____

TOTAL FEES TO BE PAID \$ _____



Sponsor, Exhibitor, and Advertiser Registration Form

2019 NCRC NAHRO CONFERENCE
OMAHA, NEBRASKA

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

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 |





AUDIOVISUAL EXHIBITOR SERVICES

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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





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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Director, Event Technology - PSAV®
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■ office: 402.346.6434 ■ email: amurphy@psav.com

