

AIA Nebraska 2010 Fall Conference Exhibitor Information

October 14-15, 2010

Qwest Center Omaha
455 North 10th Street
Omaha, NE 68102

<http://www.qwestcenteromaha.com/>

Schedule (Tentative subject to change)

Thursday, October 14

- 1:00- 4:00PM** Exhibits Assembled
6:30PM Excellence in Design Event TBD

Friday, October 15

- 7:00- 8:00AM** Exhibits Open / Exhibit Interaction Participant Registration
8:00- 9:00AM General Session
9:00- 10:00AM Exhibitor Interaction
10:00- 11:30PM Educational Opportunities
11:30AM- 12:00PM Lunch / Exhibitor Interaction
12:00PM Prize Drawing in Exhibit Hall
12:15 - 1:30PM Lunch / Presentation
1:30- 2:00P AIA Nebraska Annual Membership Meeting
2:00PM Exhibitors Disassemble
2:15 - 3:45PM Educational Opportunities
4:00 - 5:30PM Educational Opportunities

Show Services – Deadline September 20, 2010

- Booth 8' deep x 10' wide x 8' high, with one 8' skirted table, and two chairs.
- Draperies: 8' high drapery back drop, 3' high side divider drapery.
- Booth sign, listing company name.
- Name badges, giving representative and company name. If you are a manufacturer representing various companies, only one company name will appear on all badges.
- Listing in conference program directory.
- Admission to conference sessions, continental breakfast and two lunch tickets.
- List of conference attendees will be provided upon request after completion of conference.
- Signboards at the conference indicating your sponsorship and level of participation.
- **Sponsorship of individual events will be noted on separate signs.**

Hotel Accommodations

Omaha Magnolia Hotel (*Shuttle service will be available to the Qwest Center Omaha*)
1615 Howard Street, Omaha, Nebraska
402/342.2500, 1.888.915.1110
www.magnoliahotelomaha.com.

Reservations must be made under AIA Nebraska to receive rate of \$129 / double + tax.

Reservation Deadline: Thursday, September 23, 2010.

Prize Give Aways

Register prizes with AIA to further enhance booth traffic. Please provide description of the prize on the Exhibit Contract. Drawing will be held prior to lunch on Friday, October 15th. This year we will have the attendees visit the booths to receive the prizes. So, if you are going to have a prize, you will need to bring your own basket to collect attendees business cards. We will still announce the winners during the luncheon.

Exhibit Assemble & Disassemble

Thursday, October 14

Exhibitors may begin booth set up Thursday, October 14 at 1:00 pm. and must be completed by 4:00 pm.

The show officially closes Friday, October 15 at 2:00 pm.

Important note: Overhead Door B, Dock 10. The Qwest Center does not have carts available, in case you need one, please bring your own.

Decorating / Drayage / Shipping

AAA Rents is the official decorating and drayage company.

Electricity

To purchase electricity for your booth, please fill out the [Exhibitor Services Order Form](#) or visit the [Qwest Center's website](#) to purchase online

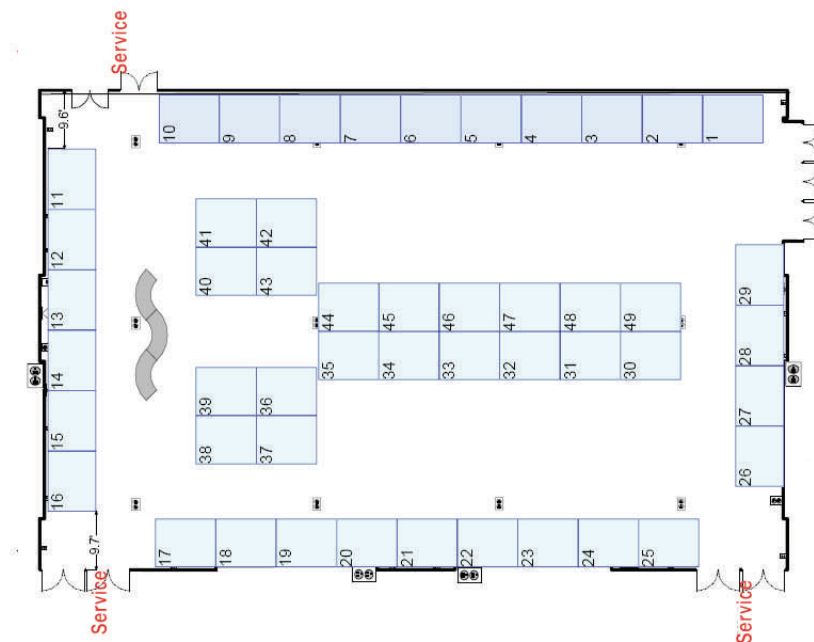
Booth Space Information

A limited number of booths are available.

To receive the advance rate, you must place your order by September 20, 2010

	Single Booth	After 9/20/10	Each Additional Booth
AIA NE Member:	\$650	\$700	\$500
Non-Member:	\$800	\$850	\$500

Exhibitor Diagram



Sponsorship

Deadline September 20, 2010

\$2,000	Complimentary exhibit at the conference, website Link, listed as a sponsor on registration and program materials, verbal recognition at conference, listed as a sponsor on the AIA Nebraska e-mails one-month prior to conference.
\$1,500	Complimentary exhibit at the conference, website Link, listed as a sponsor on program materials, verbal recognition at conference.
\$1,000	Complimentary exhibit at the conference, listed as a sponsor on program materials, verbal recognition at conference.
\$500	Wine Sponsor during banquet signage, verbal recognition and e-mail recognition
\$500	Continental Breakfast Sponsor signage, verbal recognition and e-mail recognition
\$250	Tour Sponsor signage and verbal recognition
\$100 Lunch Sponsor	Listed as a sponsor on program materials; verbal recognition.

Special Events

October 14

7:30 AIA Nebraska Excellence in Design Event at The Institute for Culinary Arts at Metropolitan Community College. Tickets are sold separately and may be purchased through the AIA NE Office until Thursday, September 23, 2010. Tickets are \$40/person.

Other Special displays include Art x Architects and 25-Year Award Winners.

Contract

SPACE AGREEMENT

Every attempt will be made to assign exhibitors one of the priorities requested by the exhibitor. However, as electrical hookup, and competitor location is a factor, another location may be assigned.

RULES & REGULATIONS

The exhibitor agrees to abide by the rules and regulations of the Qwest Center Omaha, and also agrees to abide by, conform to, and comply with all the laws of the United States and the State of Nebraska, and all the ordinances of the City of Omaha.

LIABILITY & INSURANCE

AIA NEBRASKA shall not be responsible for any injury, loss or damage that may occur to the exhibitor's officers, agents or employees, or property prior, during or subsequent to the period covered by this contract.

SAFETY REGULATIONS

Strict adherence to all safety regulations will be insisted upon. Exhibitors should make themselves completely familiar with and comply with all other fire and safety regulations of the Qwest Center Omaha. The exhibitor agrees that it will not in any way injure, damage, mar or deface the building, premises, furniture, fixtures or equipment in or about the Qwest Center Omaha, and shall be liable for any such damage or injury caused by its employees, agents, or other person admitted to the premises by the exhibitor.

USE OF SPACE

Exhibitor agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds. Distribution of advertising material is limited to the areas of each exhibit space. Exhibit will be arranged so that nothing is attached to the walls and no tacking or marring is permitted. Disturbing noises or forms of attracting attention which may properly be objected to will not be permitted.

EXHIBITORS SERVING FOOD PRODUCTS

No exhibitor may serve any form of food or beverage from his/her exhibit booth without first notifying and receiving permission from AIA Nebraska.

PURPOSE OF DISPLAYS

The exhibitor agrees that the purpose of displays is for educational and communicative purposes to inform design professionals of the availability of various products and services of interest to those persons attending the convention. Sales and order-taking are prohibited in the display areas or within the convention facilities.

CANCELLATION

A 50% refund of exhibit fees will be issued if exhibit space cancellation is received in writing by September 10, 2010. Exhibit fees are nonrefundable after September 20, 2010.

Signed contracts are binding legal documents, stating intent to reserve space an exhibit. **AIA Nebraska has the right to collect money owed from signed contracts in the event of a no-show or cancellation.** 18% annual interest will be assessed on accounts over 30 days.

Exhibit Contract

ACKNOWLEDGMENT: We have read and accepted the terms, conditions, and regulations printed herewith, and we understand that in addition to any and all legal and equitable remedies which AIA NE may have, that at its option, it may cancel any booth contract and reservation in any case involving noncompliance with the terms, conditions, and regulations of this contract, or for nonpayment of the contract sum. 18% annual interest will be assessed on accounts over 30 days. We agree to pay the designated booth rental fee. Contracts must be paid in full and received at the AIA NE Office by Friday, September 20, 2010 to appear in Conference program. Booths are assigned on a first paid basis. Two weeks prior to the conference you will be sent your booth assignment and confirmation.

Exhibitor Information (This information will be listed in the 2011 Directory) Please print clearly

Contact Name _____ Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ E-Mail _____
Product/Services _____

Booth Information

	<u>Single Booth</u>	<u>After 9/20</u>	<u>Each additional booth</u>
AIA Affiliate Members	\$650	\$700	\$500
Non AIA-Members	\$800	\$850	\$500

Please indicate booth choice(s) (These booth choices are not guaranteed)

1) _____ 2) _____ 3) _____ 4) _____

Names for Badges (AIA will supply a maximum of 4) Please print clearly

Prize Giveaway (List prize and approximate dollar value)

Booth Quantity _____ Total: \$ _____

Additional Tickets

2 Lunch Tickets are provided with the exhibit fee

Extra Lunch Tickets—\$25.00 Quantity _____ Total: \$ _____

Excellence in Design Banquet Tickets—\$40.00 Quantity _____ Total: \$ _____

Lunch Sponsorship \$100.00 Total: \$ _____

Total Amount Enclosed

Total: \$ _____

Payment Method (please circle one):

Visa MasterCard Discover Check Payable to AIA Nebraska [Online Payment Submitted](#)

Credit Card # _____ Exp. Date _____ Verification Code _____

Billing Address if different than above address: (Needed for credit card & invoice methods)

Street _____ City _____ State _____ Zip _____

Contact person for contract: _____ Phone _____

Signature _____ Date _____

Return completed contract with full payment to:
Mail: AIA Nebraska * PO BOX 80045 * Lincoln, NE 68505
Fax: (402) 472-1654 **E-mail:** ejennings3@unl.edu