



www.womenslivingexpo.com

EXHIBITOR KIT

WELCOME!

Your Exhibitor Kit contains information to assist you in planning for your participation in the Expo. Please note that your invoice needs to be paid in full prior to set up and all order forms returned by the listed date. Should you have any questions please call the office at 203-259-3351.

Final Invoice

All balances indicated on your final invoice must be received by Donnell productions prior to **March 15, 2009**. If paying with a credit card please fax back your credit card form to our office at 203-259-3354. For companies coming in after **March 15th** payment must be with a credit card. Checks will not be accepted.

Advance Ticket Form

To order advance tickets return the form along with your check or fax with credit card information to 203-259-3354. Orders received after **March 26th** can be picked up on move-in day at Exhibitor Registration.

Electrical, Information Technology, Mechanical Service Order Form

To order electric service, return required forms to the Qwest Center. To receive the discounted price, orders must be placed on or before **March 19, 2009**.

Furnishing Form

To order additional tables, chairs, carpet etc. return the enclosed form to AAA Rents. To receive pre-show discount orders must be placed on or before **March 25, 2009**.

Hotel Reservations

Courtyard By Marriott is the Show's Host hotel. Call 402-346-2200 for reservations. To receive the discounted Show Rate of \$89 mention that you are an Exhibitor at the Omaha Women's Living Expo.

Stage Confirmation

The stage schedules are posted on the website. If you have requested stage time you will need to check the schedules for your time(s).

GENERAL INFORMATION-Page 1

EXPO LOCATION

The **Omaha Women's Living Expo** will be held at the Qwest Center 455 N 10th Street, Omaha, NE 68102 website: www.qwestcenteromaha.com Telephone: (402)341-1500 Fax (402)599-6725.

MOVE-IN

Move-in will be conducted from **9:00 am to 8:00 pm on Friday, April 3rd**. All exhibits must be moved in by 8:00pm unless prior arrangements have been made with Show Management. **Let us know at least two weeks in advance if you will need a fork-lift. It is available for a fee.**

BOOTH PAYMENT

ALL FINAL BALANCES ARE DUE IN FULL BY March 15, 2009. Companies must have a zero balance to set up their booth. For companies that commit to the Show **after March 15th** payment must be made with a credit card – checks are not accepted.

LOCATION OF EXHIBIT

All measurements and exhibit space layouts shown on the floor plan are as accurate as possible. *Donnell Productions reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at anytime to meet the needs of the sponsors, exhibitors, exhibits, and traffic flow.*

HOTEL ACCOMMODATIONS

The Courtyard By Marriott located at 101 S 10th Street Omaha has been designated as our Host Hotel. A discounted rate will be offered to our exhibitors. To make reservations please call **402-346-2200**. Be sure to mention you are an exhibitor in the Omaha Women's Living Expo to secure these rates.

SHOW DECORATOR

AAA Rents is the Show Decorator and your contact is Karma Schneidereif. She can be reached by e-mail at TRADESHOWS@AAARENTS-OMAHA.COM **402- 339-3707** by Fax at **(402) 339-3624**. If you need to order additional equipment or services please complete the appropriate Decorator form. Order on or before **March 25th** to receive the advance order discount.

HANGING SIGNS AND GRAPHICS

Signs may be hung from the 8'high pipe in your booth and hooks shall be provided. Approval for the use of hanging signs and graphics **from the ceiling** over your exhibit should be received from Show Management at least 30 days prior to move-in. It is your responsibility to retrieve your banners or signs when they are dismantled.

GENERAL INFORMATION- PAGE 2

EXHIBITOR BADGES

Each company will be allocated 5 badges and 5 complimentary tickets per 10'x10' booth, 3 badges and 3 complimentary tickets per 5'x10' booth, 8 badges and 6 complimentary tickets for a 10'x20' showcase and 12 badges and 10 complimentary tickets for a 20'x20' showcase. Your complimentary tickets will be mailed to you with your final invoice. Your badges are to be picked up at Exhibitor Registration when you check in at move-in beginning Thursday at 9:00am. Additional badges can be purchased for \$10 each.

GUEST/MODEL BADGES

Should your company be conducting a presentation or fashion show using guest presenter(s) or models please fax a list of their names to 203-259-3354. Prior to their presentation they will be able to pick up a Guest or Model badge at Exhibitor Registration. If we do not have their names they will need to purchase a ticket to gain entry,

MOVE-OUT

The Show closes Sunday at 5:00 pm and as soon as all attendees have left the building we will begin move-out. Please do not attempt move out before the close of the Expo as this will result in a \$100 fine. All items must be removed from the building by 11:00pm.

PARKING

On Move-In Day parking is free in a portion of parking Lot D for our Exhibitors. You will receive your parking pass when you check in at Exhibitor Registration. **On Show days the fee is \$6/vehicle per day** with no in and out privileges. If you ordered the pre-paid parking passes at \$4.50 per vehicle/per day you will be able to pick up the passes on move-in day at Exhibitor Registration.

EXHIBITOR HOURS

Friday (Move-In)	April 3	9:00am	to	8:00 pm
Saturday	April 4	8:00 am	to	6:15 pm
Sunday	April 5	10:00 am	to	5:00 pm
Sunday (Move-Out)	April 5	5:00 pm	to	11:00 pm

SHOW HOURS

Saturday	April 4	10:00 am	to	6:00 pm
Sunday	April 5	11:00 am	to	5:00 pm

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SECURITY

Security is provided for your protection however, we are not responsible for theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors are open, with overnight guards throughout the duration of the event. As a safety precaution your exhibit space should not be left unattended. Show Management does provide an over-night lock-up area in the exhibit hall. This service is complimentary.

STANDARD BOOTH CONTENTS

Each 10'x10' and 5'x10' exhibit space will be equipped with 8'high backdrapes, 3'high sidedrapes, (1) 8' skirted table, (2) chairs and a 7"H X 44'W black & white ID sign.

ISLAND/PERIMETER SHOWCASES

Island Showcases will **not** be equipped with drapes or tables and chairs. Connecting Showcases will be divided by backdrapes but will not be equipped with any furnishings. **It is your responsibility to bring all booth contents including tables, chairs, signage and wastebasket.**

FOOD SAMPLING

All items being sampled must be limited to 2x2 inches or 2 ounces and non-alcoholic beverages limited to a maximum of 2 ounces. Exhibitors must obtain applicable Health Department Permits from the Douglas County Health Department. They can be reached at (402) 444-7240. Please complete The SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION FORM and return to Levy Restaurants two weeks prior to the Expo. The sale of food and beverages for consumption at the Show is not permitted.

BOOTH COLORS

The 8' high backdrapes will be burgundy and white. The 3' high side drapes will be burgundy and the 8' skirted tables will be burgundy with white tops.

FREIGHT

The Qwest Center will not receive freight prior to the Exhibitor move-in date unless pre-approved in writing by MECA. All materials, equipment or freight sent during move-in must be clearly labeled as follows: Qwest Center Omaha, Omaha Women's Living Expo, your Company name and Booth #, Phone Number, c/o AAA Rents, 455 North 10th St. Omaha, NE 68102

SHOW REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published show hours. Exhibitors must wear badges to gain entry and on the floor during Show hours.
2. Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level and lights resulting from the display does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
3. Exhibit space must be large enough to contain a reasonable audience if demonstrations are planned. The aisles cannot be blocked.
4. Only promotional materials or merchandise approved on your "Application for Exhibit Space" may be displayed or sold in your booth. Promotional materials may not be distributed outside your exhibit space.
5. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
6. The sale or sampling of food other than in the Food Pavilion must have written approval from Show Management.
7. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
8. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape (see diagram).
9. Exhibitors may not share booth space without the written approval of Show Management.
10. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
11. Helium balloons can only be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
12. Fire regulations prohibit the use of sterno or an open flame including candles. Any booth cooking with an appliance or food warming device must be equipped with at least one 20BC fire extinguisher. Booth decorations must be flame-retardant and electrical wiring and displays must conform to the National Electrical Code safety rules.
13. No LP gas, bottled gas or bottled gas tanks are permitted in the building.
14. Any display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
15. It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons , including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor does indemnify and hold harmless Show management against any and all claims as may be asserted against it.

ADMISSION TICKETS ADVANCE ORDER FORM



ORDER ADMISSION TICKETS IN ADVANCE AND SAVE \$20.00

Advance Tickets- \$30.00 / Book of Ten
\$50.00 if Purchased at the Door

Please send me _____ Books.

Contact Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____

Enclosed is my check for \$_____ made payable to Donnell Productions
or

Bill my Credit Card: (Circle One)

VISA Master Card American Express

Card Number _____ Exp. Date _____

Return Completed Form & Payment to:

Donnell Productions
450 Center Street #6
Southport, CT 06890
Fax: (203) 259-3354

**Orders Received After March 25th will need to be picked up at move-in
at Exhibitor Registration.**