GREATER OMAHA CHAMBER

Date & Time	**Location**	**Table Fee**
Thursday, Oct. 25, 2018	the.diamond.room	$250 per table
3 – 4 p.m. - vendor reception	605 N. 13th St.	
4 – 6 p.m. - event	Omaha, NE 68102	

TABLE DETAILS

Table fee is $250, which includes admission for anyone tending to your space (you must provide names for tickets). All other individuals attending the event should register online.

Only Greater Omaha Chamber members are allowed to purchase a table.

The reserving business and the Greater Omaha Chamber agree to the following:

- Seven days' notice is required if the reserving business cancels. No refunds will be granted after this date.

- Payment for table is due two weeks prior to event.

- Table location is on a first-come, first-serve basis, starting at 1 p.m., Thursday, October 25. **Access will not be allowed prior to this time** – tables are a mix of rectangles and rounds.

- The host company will provide a mix of 8' banquet tables and 60" round tables and a linen covering the table.

- Free-standing displays must not exceed the table space and must be set up by 3 p.m. the day of the event. Please be courteous and do not block other tables.

- Tables cannot be removed, or left unattended, prior to 6 p.m.

- All parties are responsible for removal of equipment by 6:30 p.m. the day of the event.

AGREEMENT

Company Name _____   Contact _____

Email _____   Phone _____

Signature _____   Date _____

Website _____

AGENDA

1 p.m.	Move-in begins
3 p.m.	All set-up complete and vendor reception begins
3:45 p.m.	Vendor reception ends. Vendors put final preparations on spaces
4 p.m.	Doors open
5 p.m.	Remarks
6 p.m.	Doors close
6:30 p.m.	All vendors' equipment is removed

Want to be remembered? Provide more of an experience to the attendees, provide demos and allow attendees to share an experience with your company. People will be more inclined to remember an experience rather than a sales pitch. Put your products in the hands of potential customers. Interact with your attendees and give them a reason to not want, but need what you are offering.

Email completed form to Kristy Fortenbury kfortenbury@omahachamber.org