

## ***EXHIBITOR REGISTRATION INFORMATION***

### **2011 NEBRASKA WOMEN'S HEALTH SYMPOSIUM - BOOTH REQUIREMENTS**

**Wednesday, November 9, 2011 – Cornhusker Marriott Hotel**

***Deadline – October 21, 2011***

***SPACE IS VERY LIMITED SO APPLY EARLY***

**CONFERENCE:** **Theme: “Taking Care in a Changing World”**  
**DATE:** Wednesday, November 9, 2011  
**LOCATION:** Cornhusker Marriott Hotel, 333 S. 13<sup>th</sup> Street, Lincoln  
**TO:** Potential Exhibitors – **Exhibits \$175**  
**FROM:** **Char Wallace** – Office of Women’s and Men’s Health, conference exhibitor chair  
**TIME:** Exhibits:  

<b>7:00 – 7:45 AM</b>	<b><i>Registration, Breakfast, &amp; Exhibits</i></b>
<b>10:00 – 10:30 AM</b>	<b><i>Break &amp; Exhibits</i></b>
<b>11:30 – 12:45 AM</b>	<b><i>Break &amp; Exhibits</i></b>
<b>11:45 AM – 12:30 PM</b>	<b><i>Lunch</i></b>
<b>2:00 – 2:15 PM</b>	<b><i>Break &amp; Exhibits</i></b>
<b>3:20 – 3:30 PM</b>	<b><i>Break &amp; Exhibits</i></b>
<b>3:30 PM</b>	<b><i>Exhibit take-down</i></b>

1. Booth participants are responsible for setup, maintenance, takedown, and cleanup of their area. Displays may be set up as early as 6:00 PM on Tuesday, November 8th. The booth should be ready for public viewing by 7:00 AM Wednesday, when registration begins. Exhibit displays in the main ballroom may be taken down after the conference is over at 4:45 PM. Exhibitors outside the main ballroom may be taken down at 3:30 PM.
2. Exhibitors will be located around the perimeter of the main ballroom, with overflow into the hallway. Exhibits will be assigned to the main room on a first come, first serve basis.
3. Wireless internet access is available throughout the hotel.
4. Each exhibit will receive one complimentary registration that includes breaks, lunch, and conference materials. Any additional staff at the exhibit booth will be assessed an \$85 registration fee. **Complete one Conference Registration Form for each person attending the conference.**
5. Each booth participant is responsible for staffing its own booth for the duration of the Health Symposium. Exhibits will be open during lunch.
6. Each exhibit table measures 6’ x 3’. All tables will be covered and skirted to the floor. Boxes and excess materials should be placed under the tables and out of sight. The hotel provides two chairs per booth.
7. All signs and posters should have a professional appearance.
8. All booth participants are required to wear name tags issued by the Symposium.
9. Please check in at the registration desk in the Conference Center.
10. Women’s health is the primary focus of this conference. Booths should promote wellness and increase awareness for a healthier way of life.
  - Nonprofit, wellness, health care, and governmental organizations are the priority exhibitors.
  - We encourage booths to provide information concerning free wellness services and opportunities which are available to the community.
  - While exhibitors cannot promote or sell products/programs on site, exhibitors may provide educational handouts, and resource information and sign-up sheets requesting information. *Sponsors endorsing food, dietary, or herbal supplements intended for the prevention or treatment of disease must include at least one research article demonstrating the safety and efficacy of their product with their registration form. Research must be from a peer-reviewed journal and free from any commercial or financial bias.*
  - **No selling or exchange of money** will take place at the exhibits, except in regards to exhibits related to the activities of the Symposium.
  - Exhibits and/or exhibitors should refrain from promoting political statements.
  - Acceptance of a potential exhibitor is at the discretion of the Exhibit Committee.

# EXHIBITOR APPLICATION FORM

Deadline – October 21, 2011

2011 NEBRASKA WOMEN'S HEALTH SYMPOSIUM – Wednesday, November 9<sup>th</sup>.

Please print clearly

NAME OF COMPANY/ORGANIZATION \_\_\_\_\_

NAME OF EXHIBIT \_\_\_\_\_

The products/information that the company/organization will be displaying include the following:

\_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## CHECK LIST:

\_\_\_\_\_ I have enclosed the **\$175 exhibitor fee and completed *Exhibitor Application Form***.

\_\_\_\_\_ I have enclosed a **completed complimentary *Conference Registration Form***.

\_\_\_\_\_ I have enclosed **additional payment and completed *Conference Registration Form(s)*** for:

\_\_\_\_\_ Number of Additional Staff x **\$85 each** = \_\_\_\_\_

(each person staffing the exhibit must also be registered for the conference. Make additional copies of the *Conference Registration Form* as needed.)

\_\_\_\_\_ I need a **110-volt electrical outlet** for my booth/exhibit display (cost: \$15, include with exhibitor fee)

\_\_\_\_\_ I need a **phone line** for my booth/exhibit display (cost: \$75, include with exhibitor fee)

\_\_\_\_\_ I will provide a **door prize**. Door Prize item: \_\_\_\_\_

**Please be advised that all persons staffing a booth must be registered for the conference.**

**Exhibitor Registration Deadline is October 21, 2011 OR WHEN FULL.**

**Conference Registration deadline is November 4, 2011 OR WHEN FULL.**

**No refunds will be given after that date.**

Checks should be made out to: **Nebraska Health and Human Services System** (FTIN # 47-0491233)

**Send completed forms and check to:**

“Women’s Health Symposium”

Nebraska Office of Women’s Health

PO Box 94817

Lincoln, NE 68509-4817

## Exhibitor Questions??

Char Wallace (402) 471-0552

[Char.wallace@nebraska.gov](mailto:Char.wallace@nebraska.gov)

Or

Mary Lentini (402) 471-0158

[Mary.lentini@nebraska.gov](mailto:Mary.lentini@nebraska.gov)

## Conference Questions?

Office of Women’s Health (402) 471-0158 or 877-257-0073

[officeofwomenshealth@hhss.ne.gov](mailto:officeofwomenshealth@hhss.ne.gov)

AMOUNT OF CHECK \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_