

# Exhibitor Guide

## Booth Hours

- Tuesday, April 17, 9:00 am – 3:15 pm
- Wednesday, April 18, 9:00 am – 3:00 pm

## Load-in / Load-out

- **Load-in: Monday, April 16, 1:00 pm – 5:00 pm** \*all booths must be set up during this time
  - If you're shipping materials, all materials need to be shipped directly to the CenturyLink Center located at 455 N. 10th St., Omaha, NE 68102. The CenturyLink Center does not have storage for booth materials so they will need to arrive on Monday, April 16, and marked for Infotec.
  - Packing tape and other shipping materials are not provided by Infotec or the CenturyLink Center.
  - If you're bringing your materials on Monday, April 16, unload at Dock B (located at the rear of the CenturyLink Center). *From 10th Street, turn east at Webster and follow the road to the back of the building.*
- **Load-out: Wednesday, April 18, 3:30 pm – 4:30 pm** \*tear-down is not allowed prior to 3:30 pm
  - If shipping materials from the CenturyLink Center during Load-out, materials need to be packed and secured (see Exhibitor Agreement).

## Included with Your Booth

- Booth with floor space of 8-ft x 10-ft; 8-ft back wall, black pipe and drape; 2 chairs.
- One 6-ft table covered in white vinyl, skirted black on three sides.
- One printed sign with your company name as you list it in your exhibit registration.
- Two complimentary lunches per day—additional lunches may be purchased through our online registration system for Day 1: \$25 and Day 2: \$30.
- Wireless access, compliments of the AIM Institute.
- Two complimentary parking passes for surface lots B and D—parking passes will be available for pick-up on Monday, April 16, during Exhibitor Load-in.
- **PLEASE NOTE:** If you need wired access or additional data capacity, you must complete and submit a special form to the CenturyLink Center Omaha. [Click Here and Select "Up to Four Days Event Order Form"](#)
- **PLEASE READ:** If you plan to give away food or beverages at your booth, you must obtain written approval from the CenturyLink Center Omaha. [Click Here and Select "Sample Food & Beverage Authorization Form"](#)

## Booth Staff and Important Details

- **PLEASE NOTE:** You will receive an email one month prior to the conference asking you to register people who will work at your booth. Please register these individuals by April 6 in order to receive your entrance name badge.
- Exhibitor Check-in / Resource Table will be available both days; please pick up name badges and parking passes here.
- Exhibitors must purchase conference registrations to attend breakout sessions.

## QR Codes and Prizes

- Please reference the [QR Codes at Infotec 2012](#) document for details on how Exhibitors can track booth visitors, share company information with attendees, give away prizes, and more.