

The 10 minutes you take now to review this information will save you time and money at the show.

# Vendor Guide



**November 13-15, 2026**

**CHI HEALTH CENTER**

[omahaholidayboutique.com](http://omahaholidayboutique.com)

MARKETPLACE | **EVENTS**

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**SECTION 1: GENERAL INFORMATION**

**1.1 SHOW MANAGEMENT:**

The Omaha Holiday Boutique is produced and managed by:

Marketplace Events, LLC  
 2000 Auburn Drive, Suite 200  
 Beachwood, OH 44122

**1.2 SHOW PERSONNEL:**

Ryan Lynd	Show Manager	770.299.2610   <a href="mailto:RyanL@mpeshows.com">RyanL@mpeshows.com</a>
McKenna Hanover	Exhibit Sales Consultant	402.590.5101   <a href="mailto:McKennaH@mpeshows.com">McKennaH@mpeshows.com</a>
Sherri Huffman	Exhibit Sales Consultant	816.601.2704   <a href="mailto:SherriH@mpeshows.com">SherriH@mpeshows.com</a>
Nicole Pasley	Show Coordinator	816.601.2709   <a href="mailto:NicoleP@mpeshows.com">NicoleP@mpeshows.com</a>
Dave Paul	Operations Manager	716.251.0233   <a href="mailto:DaveP@mpeshows.com">DaveP@mpeshows.com</a>

**1.3 SHOW FACILITY:**

The Omaha Holiday Boutique is held at the

CHI Health Center  
 455 N 10th Street  
 Omaha, NE 68102  
 P: 402.341.1500

#### 1.4 IMPORTANT PHONE NUMBERS:

Show Decorator GEMS: 214.388.5722

CHI Health Center: 402.341.1500

#### 1.5 SHOW DAYS & HOURS:

Friday, November 13 <sup>th</sup>	10:00 am– 9:00 pm
Saturday, November 14 <sup>th</sup>	9:00 am– 7:00 pm
Sunday, November 15 <sup>th</sup>	10:00 am– 5:00 pm

#### 1.6 EXHIBIT SET UP / MOVE-IN:

##### Move-In dates & hours:

Drive-in access is very limited. Move-in assignments are the drive-in times for your section. If you require your vehicle for move-in, come at the designated day and time according to your section. Time block is for active unloading only. Please immediately unload your vehicle and move it outside. Hand carry or pushcart **move-in is allowed any time during and/or after assigned times**. Assigned dates & times can be found on the map below.

##### COMING SOON to Enlarge or Download Map

Wednesday, November 11 <sup>th</sup>	12:00 pm – 7:00 pm
Thursday, November 12 <sup>th</sup>	8:00 am – 7:00 pm

##### Upon arrival at the facility:

Go to the On-site Show Office to pick up your vendor badges. The office is located near the main entrance doors between Hall B & C of the CHI HEALTH CENTER.

**If you have individuals working on your exhibit space during the show and you will NOT see them prior to show open, please leave vendor badges with our show team no later than Thursday evening. Badges left at the On-site Show Office will be placed in Will Call. Your workers will not be able to get through security/tickets takers without a vendor badge.**

- Vehicles may NOT drive on carpeted areas.

- If you ordered carpet, tables, or chairs from GEMS (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the show and speak with them. They will be at the show during move-in.
- If you ordered electricity or telephone service for your booth, please verify your order with the CHI HEALTH CENTER.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors, so that other vendors can have their turn.
- If you need a hand truck, cart, or dolly for moving in your exhibit, please bring one with you as they are not provided by show management. Do not expect to find one at the facility for your use.

### **ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER NOON THURSDAY**

No cars or trucks will be allowed in the building after this time, due to the aisle carpet installation.

Make sure to clear all trash, boxes, crates, etc. from the aisles by Friday, November 13<sup>th</sup>, 10:00 am.

### **1.7 EXHIBIT REMOVAL / MOVE-OUT:**

Vendors may only drive into the building during the scheduled times.

5:01 pm – 10:00 pm

**RED SECTION** is last in, first out. Booths in this section must move out on Sunday immediately following show close. Vendors located in the RED ZONE will be provided with a Red Zone Pass, allowing your vehicle to proceed to the front of the line.

**ALL SECTIONS** are encouraged to begin breaking down their exhibit space while the red section is cleared. Exhibit space must be COMPLETELY disassembled before vehicles will be permitted to drive into the building.

#### **Move-Out Hours are:**

**Sunday, November 15<sup>th</sup>     5:01 pm – 10:00 pm**

**All Booths must be removed by 10:00 pm Sunday, November 15th, 2026**

### **1.8 DISMANTLING BOOTHS:**

The aisle carpet will be removed on Sunday evening immediately after show closing. Once the aisles have been cleared, vehicles may enter the building for loading heavy items. Everything your company brought to the show must be removed or disposed of properly. If not, your company will be charged for the cleanup.

**NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM. LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR.**

Any vendor dismantling or packing before the show closes will not be given priority for booth placement at the 2027 show.

## **2.1 SHOW DECORATOR:**

### **Gilbert Exposition Management Services**

Vendors are responsible for **flooring (required for all booths.)** You may bring your own flooring, or you may rent from the Show Decorator. Also, you may supply your own tables and chairs or rent from the show decorator. An advanced purchase discount is offered & will ensure availability of all needed items.

As an vendor, you will automatically receive an introduction email from GEMS with instructions on creating a password to login to their online ordering system.

After you've logged on and created an account you will be able to order services online. Please e-mail GEMS at [jill@gemsevents.com](mailto:jill@gemsevents.com) should you have any questions or if you need to have the introduction e-mail resent.

## **STANDARD DRAPE DISPLAY**

Show management will provide without charge one 8' high back wall drape (excluding "island" spaces), and side rail drapes, which extend from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show management.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

PLEASE NOTE: Only the style and color of drapery as described will be supplied at no cost.



### **2.3 DIRECT SHIPMENTS (SENDING MATERIALS TO THE SHOW):**

Shipping and storage of exhibit materials or products can be arranged with the Show Decorator. Contact GEMS for instructions.

**DO NOT SEND SHIPMENTS DIRECTLY TO THE FACILITY OR TO MARKETPLACE EVENTS. IT WILL BE REFUSED.**

### **2.4 SIGNAGE:**

Vendors will be supplied with one (1) standard 7" x 44" company identification sign. Your sign will read exactly as your booth was contracted.

Banner height may not exceed 8' (top of banner). Banners may be ONE sided only, and not face into another vendor's booth. Banners with writing or logos on both sides are NOT permitted.

Handwritten signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY

### **2.5 UTILITIES:**

Electrical, water, telephone, internet, & compressed air services can be obtained from the CHI Health Center for a fee. To order services, please [CLICK HERE](#)

You may call CHI Health Center directly at 402.341.1500 if you have any questions.

### **2.6 CLEANING:**

The aisles will be cleaned every evening during the show. Vendors are responsible for the upkeep and cleaning of the inside of their own booths. If vendors have light trash, it should be bagged and placed in the aisle at the close of the show.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show, if not there will be a charge to your company for clean-up. Larger items should be disposed of in the on-site dumpster.

### **3.1 BOOTH REGULATIONS:**

Show Management reserves the right to refuse entry or to remove at the vendor's expense any display that is not in accordance with these rules and regulations. If any doubt exists, the vendor must provide details and have such exhibits approved by show management.

Management may require vendors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Vendor's Expense.

Exhibits must be designed and constructed so they do not obstruct the general view of the show or detract from other exhibits. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by vendors at their own expense and to the satisfaction of neighboring vendors and Show Management. No advertising is allowed on the reverse of an exhibit without prior approval by show management. Certain areas within the facility have ceiling height restrictions. **ABSOLUTELY NO TENTS OF ANY KIND ARE ALLOWED WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle.

**FLOORING: ALL FLOORS WITHIN EXHIBIT SPACES ON UNCARPETED AREAS OF THE FACILITY MUST BE 100% COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC. – NO EXCEPTIONS.** Flooring is NOT included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed.

**TABLE SKIRTING: IT IS MANDATORY THAT ALL TABLES ARE PROPERLY SKIRTED.** Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. Use of plastic tablecloths, sheets, shower curtains or any type of makeshift tablecloths is NOT permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the vendor's expense.

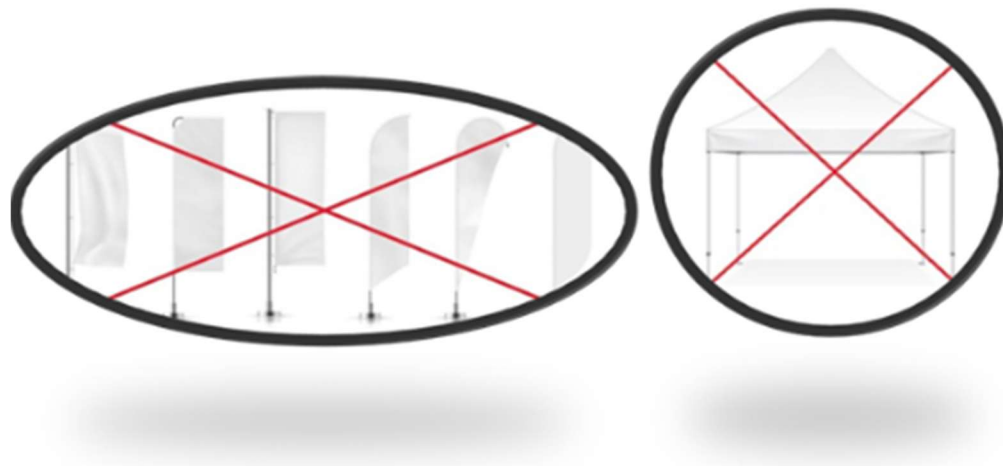
**IT IS REQUIRED THAT VENDORS ALWAYS HAVE A STAFF MEMBER IN THEIR EXHIBIT DURING SHOW HOURS. SHOW MANAGEMENT DOES NOT ASSUME ANY RESPONSIBILITY FOR LOSSES. BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE.**

No spraying of scented fluids is allowed during the show.

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee. **Incorporating Holiday Decor is required for all vendors.**

Vendors must make arrangements to dispose of any shipping crates or other rubbish created building or dismantling their individual display.

## **NO TENTS OR FLAGS OF ANY KIND PERMITTED IN THE SHOW**



### **3.2 BUILDING REGULATIONS:**

- CHI Health Center Omaha is a smoke-free facility, including but not limited to, electronic cigarettes. Any person who refuses to comply with the policy shall be subject to ejection from the Facility. Designated outdoor smoking areas are available.
- Except for service animals and animals used as part of a MECA approved exhibit or activity, no animals or pets are permitted in the Facility. Approved animals in the Facility must be on a leash, within a pen, or under similar control.
- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Facility.
- Tabletop Décor – All candles must be enclosed in a non-combustible, leak-proof container that does not transfer heat. The container must be 3” above the flame.

- Hay bales or other similar combustible décor must be sprayed with fire retardant and inspected by the Fire Marshall prior to the building opening to the public.
- The use of glitter is prohibited in the Facility. The use of confetti or streamers must be approved in advance by MECA.
- Cotton candy machine use is prohibited in the CHI Health Center Omaha Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products.
- Banners or signage may not be attached, adhered or displayed by other methods to the exterior of the Facility or anywhere on MECA grounds (including parking lot fencing, light poles, etc.) without prior approval from MECA Management.
- All special decorations or signs left in the Facility at the conclusion of an event will be considered refuse. All special decorations or signs that a vendor wants to save must be removed at the conclusion of the event.
- Tape and adhesive-backed materials are not allowed on the Facility's carpeted surfaces without prior approval by MECA.
- Use of tape on any wall surface, glass, carpet, or equipment is prohibited (including but it not limited to podiums, staging, tables, and chairs).
- **HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING**
- Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Omaha Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or Visqueen must be placed underneath the vehicle for any possible leakage.
- No vendor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

**YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES TO THE FACILITY**

### 3.3 FIRE REGULATIONS:

The safety of all occupants of the facility is of primary concern. Any unsafe conditions or activity should be IMMEDIATELY reported to Show Management and the CHI Health Center Arena Security for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the CHI Health Center and the Fire Marshal of Omaha.

- All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table, and dust covers.
- All exits, hallways and aisles are to be kept clear and unobstructed at all times.
- A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- Storage of any kind is prohibited behind the back drapes or display walls inside display areas. All cartons, crates, containers, and packing materials that are necessary for repacking shall be removed from the show floor. The CHI Health Center Arena inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the CHI Health Center Arena. Items such as brochures, literature, giveaways, etc. within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside the facility.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the CHI Health Center Arena is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All sawdust and shavings shall be thoroughly treated with an approved flame- retardant product, stored and maintained in a manner approved by the Omaha Fire Marshal. Hay and straw are not allowed in the CHI Health Center Arena.
- The use of liquefied petroleum gasses inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the CHI Health Center Arena and the Omaha Fire Marshal. Maximum LBG allowed for exhibition purposes is a 16-oz non- refillable cylinder. There may be a maximum of 24 containers stored in any one location.
- All trash and refuse shall be removed daily from the CHI Health Center Arena.
- Approved fire extinguishing equipment shall be provided and maintained in all areas designated by the CHI Health Center Arena and the Omaha Fire Marshal.
- All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
- All hydrants and fire department connections shall be unobstructed at all times.

- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safe guarded.
- Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels and are used as part of an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Omaha Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or Visqueen must be placed underneath the vehicle for any possible leakage.
  - All appliances fired by natural gas shall be approved by the Facility Operations Manager, the CHI Health Center Arena and the Omaha Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
  - The CHI Health Center Arena and the Omaha Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
  - Cylinders of compressed gasses are prohibited unless approved by the Fire Marshal and secured according to the requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the Chi Health Center Arena and the Omaha Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
  - There shall be no obstruction blocking exit doors from the outside of the CHI Health Center Arena, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
  - No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
  - No vehicle shall be parked in fire lanes outside the CHI Health Center Arena. Such vehicles will be subject to towing at the owner's expense.
  - No flammable liquid or material shall be used or admitted inside of the CHI Health Center Arena except by approval of the CHI Health Center Arena and the Omaha Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gasses, etc.
  - No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candle may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
  - All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City.
  - Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2'. Countertop fryers not exceeding 288 square inches and single well

may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Manual.

- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.
- All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.

**ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF NEBRASKA. THE OMAHA FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS**

### **3.4 SECURITY:**

Security is provided during the show. The guards will be on duty 24 hours each day during the show. Every reasonable precaution will be taken to protect Vendors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.

Please take the following suggestions under advisement:

- Do not leave your booth unattended during set-up, show, or move-out
- Do not leave small items, electronics, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight.

### **3.5 INSURANCE:**

Neither Show Management nor the CHI Health Center will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. For easy reference, vendors are required to have:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move-in to the end of move-out.

- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of certificate of insurance to MPE.

**VENDORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.**

No alcohol may be consumed on show site other than during designated times and locations as specified in this Vendor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including vendors, service providers, employees, attendees, or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

**3.6 MICROPHONES, AUDIO EQUIPMENT & MUSIC:**

Use of microphones, audio equipment and musical instruments is NOT permitted at any time during the show.

**3.7 PHOTOGRAPHS & OTHER COPYRIGHTED MATERIAL**

Each vendor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the vendor's booth or display. No vendor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the vendor has, or does not need, a license to use such copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates photographs or other copyrighted material and for which the vendor fails to produce proof that the vendor holds all required licenses. The vendor shall remain liable for all claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by vendor, vendor's agent or employees of any patent, copyright or trade secret rights or privileges.

### 3.8 SOLICITING, SAMPLES (INCLUDING FOOD) & SOUVENIRS:

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business must be confined to the vendor's booth space. Such activities are not permitted in the aisles, restaurants, entrance areas, hallways, or other exhibits.

The City of Omaha & the CHI Health Center requires that all vendors sampling food during the show have a temporary food service permit. Applications can be found in the Vendor Kit on the website.

CHI Health Center Guidelines: [CLICK HERE](#)

#### CHI Health Center Sampling Authorization Form

#### Douglas County Temporary Food Permit Application OR Douglas County Cottage Food Permit Application

The Douglas County Health Department MUST receive the applications and fees 2 WEEKS prior to the event. Please mail your completed application to the address given below by October 19<sup>th</sup>, 2026; to be sure your application can be mailed to the Douglas County Health Department by the Show Coordinator on time. Failure to do so may result in your company no longer being permitted to participate or sample at the show.

Marketplace Events c/o Nicole Pasley  
306 NW Gibson Road  
Lee's Summit, MO 64063

**\*Vendors who plan on sampling only and not cooking food in their booth will not be required to pay a fee to the Douglas County Health Department but are still required to mail an application to the above address.**

**Please contact the Douglas County Health Department at (402) 444-7480 with any questions you may have regarding sampling or application.**

**FAILURE TO OBTAIN A TEMPORARY PERMIT DOES NOT NULLIFY AN VENDOR'S CONTRACTUAL AGREEMENT WITH MARKETPLACE EVENTS. ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT**

#### 4.1 VENDOR BADGES:

For security reasons, all personnel working a booth is required to have credentials in the form of a vendor badge. Vendor badges allow admittance to the show each day. These credentials are only for principals and employees who are working the exhibit space. Guest and other employees attending the show should use the complimentary e-tickets provided.

Vendors will be provided with (5) badges per company. Additional badges can be pre-ordered at a cost of \$5.00 each. To place an order, please contact the Show Coordinator, Nicole Pasley, via e-mail at [NicoleP@MPeshows.com](mailto:NicoleP@MPeshows.com)

**Vendor Badges will be held at the show office and can be picked up during move-in. Please do not wait until the morning of show open to come get them, as you won't be able to get through security to enter the building without a badge.**

#### 4.2 VENDOR PARKING:

CHI Health Center Omaha is located at 455 N. 10th Street, within walking distance of the Old Market

Entertainment and Shopping district and approximately 3.5 miles from the airport. For complete driving directions, view on [Google Maps](#). Surface parking is \$10. Garage parking (when available) is \$15. Cash payment and the following credit cards are now accepted: Visa, MasterCard, Discover, and American Express.

Bus parking, RV Parking, Trailers (when applicable) is \$25. In/Out Parking is not allowed.

[Click Here](#) for more parking information

[Click here](#) for CHI Health Center parking map

[Click here](#) to view trailer pad parking. This is on a first come first service basis and is only for **TRAILERS**.

#### 4.3 COMPLIMENTARY & DISCOUNTED SHOW TICKETS:

Each Vendor will receive 20 complimentary paper tickets at check-in during move-in for the show. Please contact Show Coordinator, Nicole Pasley, at [nicolep@mpeshows.com](mailto:nicolep@mpeshows.com) with any questions you may have regarding complimentary tickets.

Use your tickets to invite potential customers to the show, or for friends and family. If complimentary tickets or badges are given to visitors, the Vendor responsible will not be allowed to exhibit in future events and may be asked to leave the current show immediately.

**Complimentary and discounted tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS of the CHI Health Arena. If complimentary or discounted tickets are given to visitors in these areas, the vendor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

#### **4.4 PAYEMENT OF ACCOUNT:**

**Full and final payment for exhibit space must be made by October 15, 2026.**

Show Management reserves the right to refuse entry to any vendor whose account has not been paid in full. Any vendor not paid in full by the deadline will NOT appear in the official show program listing.

#### **4.5 HOTEL INFORMATION:**

We have negotiated discounted rates at the following hotel:

**Hilton Omaha**

1001 Cass Street  
Omaha, NE 68102

[Click Here](#) to reserve your room.

**Booking Deadline is**

#### **4.6 SALES TAX INFORMATION:**

All vendors located in the state of Nebraska must have a Nebraska sales tax permit or obtain one by filing a [Nebraska Tax Application, Form 20](#). The filing frequency depends on the seller's sales volume and will be assigned by the Department based on the information provided on the Form 20. The Nebraska sales tax permit may take two weeks to receive and will be mailed to the mailing address provided on the Form 20. This permit, or a copy of it, must be in the seller's possession at the special event.

**Nonresident vendors may obtain a temporary sales form onsite at the show during move-in.**

Contact the Department [rev.events@nebraska.gov](mailto:rev.events@nebraska.gov). For additional information regarding sales taxes prior to the event please visit the [Nebraska Department of Revenue Division of Taxation website](#).

Every vendor at a special event must collect the state, and any applicable local, sales tax on all

retail sales, unless the seller receives a properly completed [Nebraska Resale or Exempt Sale Certificate, Form 13](#), from the purchaser. Sellers must remit the tax collected on a [Nebraska and Local Sales and Use Tax Return, Form 10](#).