

University of Nebraska System

# 2024 SUPPLIER SHOWCASE

MONDAY, OCTOBER 21

UNIVERSITY OF NEBRASKA-OMAHA | THOMPSON ALUMNI CENTER, BOOTSTRAPPER HALL

## Conduct Guidelines

- ▶ The selling of goods and services during the Supplier Showcase is not permitted.
- ▶ All meetings and events, regardless of their group affiliation, wishing to have food and/or beverages will have to go through University Catering. No outside food or beverages will be allowed.
  - To order: call 402.558.3202, or email [info@cateringcreations.com](mailto:info@cateringcreations.com)
- ▶ Suppliers are responsible to collect their own contact information from Supplier Showcase attendees.

## Supplier Prize Giveaway

- ▶ Suppliers are encouraged to have a prize drawing at their individual booth. Please see guidelines for acceptable prizes.
- ▶ Prizes are for DEPARTMENTAL USE ONLY, not personal use.

## Shipping Materials Ahead of Time

Suppliers may ship materials to campus prior to the Showcase. Please plan delivery no earlier than October 14th and no later than October 17th (no weekend deliveries accepted). Be sure that your organization's name is prominently displayed on every package. Your parcels will be waiting at your booth the day of the event. If you would like any items shipped after the showcase, you must provide completed shipping labels before you leave for the day.

## Where Do I Ship My Display?

Please ship your materials to:  
Attn: 2024 Supplier Showcase/Maria Sorick  
Thompson Alumni Center  
6705 Dodge Street  
Omaha, NE 68182

## Internet Access

- ▶ Wireless internet access is available. A user name and password will be provided at your booth upon arrival. If you have access issues, tech support will be available at the registration desk.

## Schedule

7-9:30 a.m.	Supplier setup
9:30 a.m.	Campus update for suppliers
10 a.m.-2 p.m.	Supplier Showcase 2024
11:30-12:30	Boxed lunch (Hospitality Room)
2:00 p.m.	Tear down begins

## Website

[nebraska.edu/suppliershowcase](http://nebraska.edu/suppliershowcase)

## Questions?

Maria Sorick  
Event Coordinator  
402.554.2386  
[maria.sorick@nebraska.edu](mailto:maria.sorick@nebraska.edu)

Procure-to-Pay  
402.472.2126  
[p2p@nebraska.edu](mailto:p2p@nebraska.edu)

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## Unloading and Parking

- ▶ Suppliers may unload their items at the double doors in the entrance or park and transport their items to the door.
- ▶ The parking area is all around the building and across the street. (see map on permit)  
There is also open parking on the UNO campus because of Fall Break. No Permit will be needed.
- ▶ Please download the parking permit found on the last page of this packet and display on your dashboard. If you forget to bring your pass we will have extras available at the front desk.

## Set Up

- ▶ The Bootstrapper Hall is located just inside the doors of the Thompson Alumni Center. It is on one level. Procure-to-Pay staff will be available beginning at 7:00 a.m. to direct you. PLEASE ALLOW ENOUGH SET UP TIME SO THAT YOUR BOOTH IS READY BY 9:30 a.m. Your table setup includes one 6ft banquet table with two chairs.
- ▶ Please remember to bring a table covering.
- ▶ There will be a special 15 minute session for suppliers at 9:30 a.m. with university administration.
- ▶ Tear down may begin after the showcase closes at 2:00 p.m. Absolutely no tear down may begin before 2:00 p.m.

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## UNO CAMPUS PARKING THE THOMPSON CENTER EVENT

**P2P 2024 Supplier Showcase**  
**VALID ONLY: 10/21/2024**



DISPLAY THIS SIDE UP ON FRONT DASH

The Thompson Center  
6705 Dodge St.  
Omaha, NE 68182  
402-554-2444  
[www.thompsoncenter.org](http://www.thompsoncenter.org)

