

University of Nebraska System

2025 SUPPLIER SHOWCASE

MONDAY, OCTOBER 20

UNIVERSITY OF NEBRASKA AT OMAHA | MILO BAIL STUDENT CENTER (MBSC), THIRD FLOOR ATRIUM

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.
- ▶ 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 9th and no later than October 16th (no weekend deliveries accepted). Be sure that your organization's name is prominently displayed on every package. To ensure we know your package is coming, please share your package tracking details and number with Maria Sorick at maria.sorick@nebraska.edu. 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: 2025 Supplier Showcase/Maria Sorick
6203 University Drive North
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
10 a.m.-2 p.m.	Supplier Showcase 2025
11:30-12:30	Boxed lunch (Tower Room)
2:00 p.m.	Tear down begins

Website

nebraska.edu/suppliershowcase

Question?

Maria Sorick
Event Coordinator
402.554.2386
maria.sorick@nebraska.edu

Procure-to-Pay
402.472.2126
p2p@nebraska.edu



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Unloading and Parking

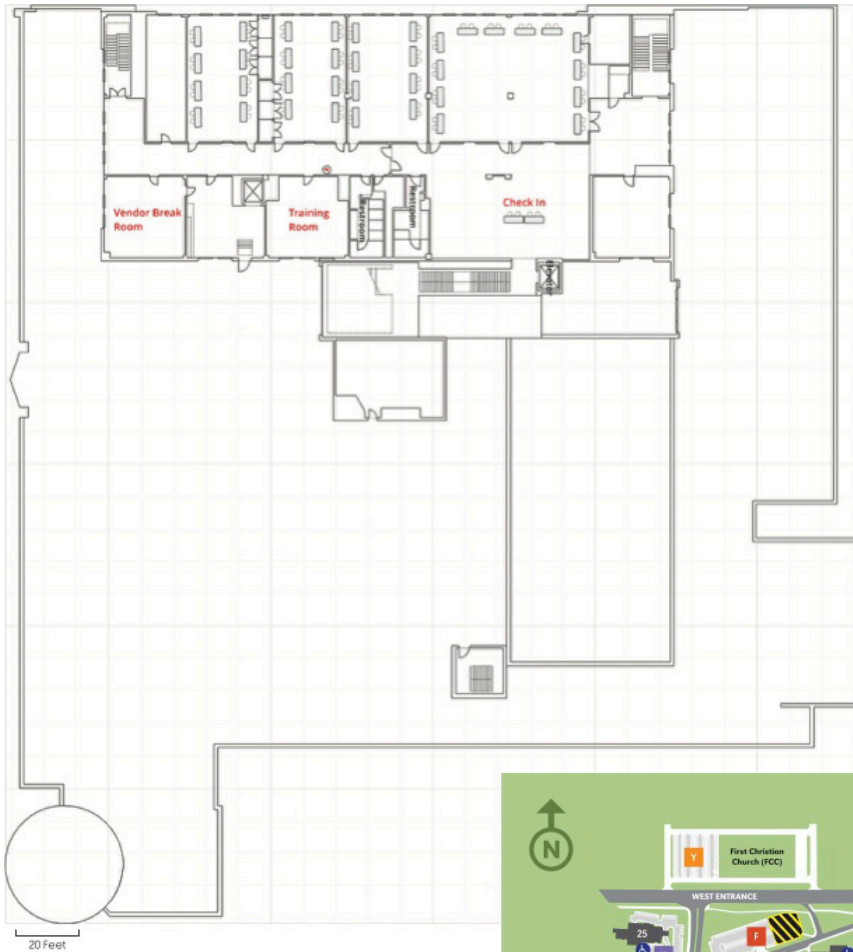
- ▶ Suppliers may unload their items at the west doors of (MBSC) and take them to the third floor via the elevator. There will be people to guide you.
- ▶ After unloading your supplies, you will be directed to park your vehicle in a different nearby lot. Parking will be available in Lot E under the name "2025 Supplier Showcase". Please pull up to the parking booth located in Lot E (shown on Map on page 3) and tell the attendant you are there for the Supplier Showcase in Milo Bail Student Center (MBSC). It's just a short walk back to the building.

Set Up

- ▶ Tables are located in rooms off the third floor Atrium, just off the elevator. 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.
- ▶ 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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PARKING KEY

STUDENT	PARK OMAHA ONLY	PERMITS REQUIRED*
FACULTY/STAFF	VISITOR (NO UNO)	Faculty/Staff/Student Surface Lots: 7 A.M. to 7 P.M. (M-TH)
P/S/S SURFACE PERMITS	CEC VISITOR	7 A.M. to 5 P.M. (F)
RESERVED (NO P/S/S)	EVENT PARKING	Garages: 7 A.M. to 7 P.M. (M-TH)
MV/UV RESIDENT	CONSTRUCTION	

*Parking permit types are assigned to specific surface lots, garages, and/or garage levels. It is the responsibility of the permit holder to know which designated areas their permit is valid in.

UNO IS A SMOKE AND TOBACCO FREE CAMPUS | MAP UPDATED 10/23

- Accessible Parking
- Park Omaha
- Kiosks
- Carpool
- EV Charging Station
- Motorcycle Parking
- Bicycle Racks
- Heartland Bike Share Station

BUILDING KEY

- 1 Allene Hall (AH)
- 2 Arts & Sciences Hall (ASH)
- 3 Biomechanics Research Building (BRB)
- 4 Caniglia Field (CF)
- 5 Central Utilities Plant (CUP)
- 6 Child Care Center (CCC)
- 7 College of Public Affairs & Community Service (CPACS)
- 8 Barbara Weitz Community Engagement Center (Weitz CEC)
- 9 Crisis Library (CL)
- 10 Durham Science Center (DSC)
- 11 East Parking Garage (EPG)
- 12 Egley Administration Building (EAB)
- 13 Health & Kinesiology Building (HKB)
- 14 Harrington Memorial Campanile (HMC) (clock tower)
- 15 Kayser Hall (KH)
- 16 Landscape Services (LS)
- 17 Mowbray Village (MV)
- 18 Mio Bai Student Center (MBCS)
- 19 Pep Bowl (open space)
- 20 Resource Conservation & Recovery Area (RCRA)
- 21 Rodgers Hall (RH)
- 22 Sapp Fieldhouse (SFH)
- 23 Sculpture & Ceramics Studio (SCS)
- 24 Strauss Performing Arts Center (SPAC)
- 25 Thompson Alumni Center (TAC)
- 26 University Village (UV)
- 27 Weber Fine Arts Building (WTFAB)
- 28 Hayden House (HH)
- 29 West Parking Garage (WPG)