



## EXHIBITOR RULES & REGULATIONS

Welcome to CenturyLink Center Omaha. Following is information you will need as an exhibitor at a convention, tradeshow, or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by MECA.

### 1. IN-BOUND FREIGHT

CenturyLink Center Omaha will not accept any freight/shipments prior to the scheduled exhibitor move-in date unless pre-approved in writing by MECA. If any shipments arrive at MECA managed facilities prior to the show move-in day, it will be refused or transferred to MECA's preferred shipping company and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused.

Any freight arriving at MECA managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by MECA's preferred shipping company. The shipper will incur handling fees at their standard charge rates.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight/shipping requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, freight should be forwarded to CenturyLink Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992.

Please call Target Logistic Services and Tradeshow Services at (402)457-7992 for available freight services and fees.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused. All materials, equipment, or freight sent to arrive during scheduled move-in must be clearly labeled as follows:

CenturyLink Center Omaha  
*Name of event, date of event*  
*Exhibiting company name, booth number*  
*Phone Number*  
*c/o Name of Service Contractor or Drayage Company*  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102

No COD deliveries will be accepted.

### 2. OUT-BOUND FREIGHT

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, out-bound shipments can be arranged through CenturyLink Center Omaha's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402)457-7992. All materials must be removed from CenturyLink Center Omaha at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Costs incurred for removal of such refuse may be charged accordingly.