

IHEEP 2018

# VENDOR INFORMATION

Thank you for sponsoring this year's IHEEP Conference!

## Hotel Information

IHEEP 2018 will take place at the Lincoln Marriott Cornhusker Hotel.

The Lincoln Marriott Cornhusker Hotel  
333 South 13th Street  
Lincoln, NE 68508  
(402) 474-7474

## Shipping Information

Shipments are accepted within one week prior to the conference (September 17th - September 22nd).

Please do not schedule Sunday deliveries, as the hotel does not staff their Shipping/Receiving department that day. Staff are on site from 6:30 a.m. until 4:30 p.m. on weekdays, and from 7:00 a.m. until 12:00 p.m. on Saturdays.

If you have multiple items coming in, please number them (1 of 5, 2 of 5, etc.), to ensure all items are received. The hotel does not have a loading dock, so delivery trucks need to have either a lift gate or a ramp.

## Set Up Information

Set up will begin at 1:00 p.m. on Sunday, September 23rd. Please be completely set up by 5:30 p.m. to ensure your booth and staff are prepared for the Vendor Reception that evening.

You will be provided with an 8' x 10' booth space with a table and two chairs. Please contact us if you need any additional accommodations.

## Tear Down Information

Vendors have the option to tear-down after lunch on Wednesday, September 26th or before lunch on Thursday, September 27th.

## Vendor Hall Hours

Sunday: 1:00 p.m. - 5:00 p.m.

Monday: 8:00 a.m. - 5:00 p.m.

Tuesday: 8:00 a.m. - 5:00 p.m.

Wednesday: 8:00 a.m. - 1:00 p.m.

Additional Questions? Contact Melissa at [mtownsend3@unl.edu](mailto:mtownsend3@unl.edu).