



Omaha - La Vista Hotel & Conference Center

VENUE CONTACT

- Hannah Petri
Conference & Events Manager (CEM)
402.408.5469
hannah.petri@atriumhospitality.com

AV CONTACT

- Jon Gibson
jon.gibson@encoreglobal.com

ROOM BLOCK

- [FutureCon Room Block](#)
- **Last day to book: July 12, 2026**

PARKING

- \$5 for 4 hrs
- \$8 for 8 hrs
- \$10 for 1 day

SHIPPING INSTRUCTIONS

Incoming Packages

- Address all packages as follows:
 - Attn: (Contact Name)
HOLD FOR FUTURECON - (Name of Company)
Embassy Suites - Omaha La Vista Hotel and Conference Center
12520 Westport Parkway
La Vista, NE 68128

- Please e-mail Hannah Petri at hannah.petri@atriumhospitality.com to confirm all incoming packages. She will provide a secure link to pay for shipping & handling fees.

SHIPPING AND RECEIVING: Due to limitations in secured storage space, the Hotel will only accept packages as follows:

Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, Group name, plus "Hold for Arrival Date of Tuesday, August 11, 2026". Arrangements to receive 10+ packages and pallets must be made in advance. Hours of receiving freight are Monday through Friday, 7am-4pm at the back dock of the conference center. Any Saturday or Sunday deliveries are to be made at the Hotel front desk.

Envelopes and small packages less than 5 lbs will not incur a charge. All other handling charges are as follows:

Packages 5-10 lbs: \$5.00

Packages 51+ lbs: \$25.00

Packages 11-20 lbs: \$10.00

Standard size pallets: \$75.00

Packages 21-35 lbs: \$15.00

Oversized pallets: \$100.00

Packages 36-50 lbs: \$20.00

Charges will be placed on the Master Account unless otherwise directed. Additional labor charges may be incurred depending on the size of the shipment, at the discretion of the Hotel. Hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes. Hotel is not responsible for helping unload any delivery truck that may drop off shipments. All packages not claimed after 30 days will be discarded.

- Not to arrive more than 48 hours prior to arrival

Outgoing Packages

- Pack, seal, and label all packages. Schedule pickup arrangements for the next day and leave packages on empty booth tables.