



# EVENT PROMOTION WORK ORDER

Help us, help you! The success of your event depends on people getting the right information at the right time. If people know your event is at Sandhills Global Event Center, they come to us for information. Please submit the following **at least 30 days prior to your show** so that we can make sure we have the right information on our website calendar, social media and street sign. Thank you and we wish you an awesome show!

Event Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description:  
\_\_\_\_\_

Ticket Prices: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook page:  Yes  No

If yes, please share link: \_\_\_\_\_

Facebook Event page:  Yes  No – If no, would you like us to add one?  Yes

If yes, you can add Sandhills Global Event Center as co-host to reach our 9,200+ audience.

Do you have any tickets or items you'd like for us to giveaway on Facebook to increase awareness of your event?  Yes  No

If yes, what giveaway (e.g. tickets, merchandise, sponsor item, etc.)?  
\_\_\_\_\_

Please email this form, logo, images and/or video clips you'd like to promote your event to our Digital Operations Manager, Jason Rief at [JRief@SandhillsGlobalEventCenter.org](mailto:JRief@SandhillsGlobalEventCenter.org)

## DIGITAL SIGNAGE:

In addition to SGEC website, Facebook, X, Instagram and eblasts - onsite promotion is available for advertising before and during your event as well.

- **Digital Signage Locations:**
  - 84<sup>th</sup> St. Marquee
  - Meeting Center Lobby
  - NEW: in each major indoor space (1 prominent digital sign each in FR8Star, Currency, TractorHouse, EquineMarket, LivestockMarket Pavilions plus two more in Good Times Grill area on TractorHouse & Currency Pavilion sides)
- **Digital Signage Support Included with Room Rental:**
  - 84th Street Digital Marquee
    - During Show Week: typically starts Monday before event
    - During Non-Show Week: May be purchased for \$350 per non-show week
  - Your Rented Space (If a digital sign is available)
    - Includes one (1) Welcome sign with event logo and short message such as show hours or lead sponsors
  - Meeting Center Lobby (if your show is in Currency or TractorHouse Pavilions and this is your show entrance)
  - Additional screens - \$50/show day per screen + \$100 per design
- **Deadline:**
  - Email files to [JRief@SandhillsGlobalEventCenter.org](mailto:JRief@SandhillsGlobalEventCenter.org) **at least 2 weeks prior to show**
    - Include a high resolution image and your logo or send ready to go jpg/png in 16:9 horizontal design. Remember less is more in terms of amount of content, these are billboards. Photos & logos are more effective than text to have impact on pedestrians in a busy event center environment.
  - If you'd like additional weeks on these or other signs during other shows, contact Amy Dickerson at [ADickerson@SandhillsGlobalEventCenter.org](mailto:ADickerson@SandhillsGlobalEventCenter.org), 402.441.1810 **at least 30 days prior to show**

### Want to promote your show at SGEC shows year-round?

- Contact us about parking lot and building banners, website, Super Fair and more available advertising spaces
- **are [ADickerson@SandhillsGlobalEventCenter.org](mailto:ADickerson@SandhillsGlobalEventCenter.org), 402.441.1810**

### Do you have sponsors or exhibitors interested in advertising during your show?

- **New Revenue Opportunity!** If you sell the spaces we will share 50% of the advertising revenue with you. Contact Amy Dickerson for a quote:  
[ADickerson@SandhillsGlobalEventCenter.org](mailto:ADickerson@SandhillsGlobalEventCenter.org), 402.441.1810