



Event Decorators of Iowa  
-since 2005-

520 SE 4<sup>th</sup> Street | Des Moines, Iowa 50309 | 515-237-8282 | fax: 515-237-8283

Welcome Exhibitor,

It's with great pleasure to announce that Event Decorators of Iowa has been selected as the official decorating contractor for the upcoming 2020 ISAC Annual Conference, scheduled for August 26<sup>th</sup> – 28<sup>th</sup>, 2020.

ISAC has provided the following with each 10' x 10' exhibit booth purchased:

Regular Booths

- 1 vendor ID sign
- 1 8'x30" table skirted black 3 sides
- 1 wastebasket
- 2 plastic folding chairs
- all backwalls to be red and black
- all side drapes to be black

Pod Booth

- 1 vendor ID sign
- 1 8'x30" table skirted black 3 sides
- 1 wastebasket
- 2 plastic folding chairs
- all backwall and side drapes either black or red

The room is carpeted for your convenience and comfort.

**Exhibitor move in/out schedule:**

Tuesday, August 25	3:00 pm – 6:00pm	
		Exhibitor load in/set-up/registration
Wednesday, August 26	Exhibitor Load in	7:00 am to 8:00 am
Thursday, August 27	Move Out	12:30 pm – 3:00 pm

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru August 3, 2020.

All orders require prepayment to qualify. If you need additional services please contact our offices to see how we may assist you.

Wishing you a successful show.  
Event Decorators of Iowa, Inc.  
Exhibitor Services.



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**Contact Information** (Please Print)

Name	Date	Phone
Show	Company Name	
<b>2020 ISAC Annual Conference</b>		
Street Address		
City	State	Zip

**Payment Policy & Order Review**

**Your show contractor, Event Decorators of Iowa, Inc., is pleased to provide any of the following services you may require from the attached packet beyond association provided materials.**

*Complete forms for services you are requesting. Advance discounted rates qualify if orders are received prior to the deadline with full payment including all applicable taxes. Orders received after show deadline, received without payment or placed at the show will be invoiced at floor rates. **No billings.***

For your convenience, the following methods of payment are available:

- Company Check payable to Event Decorators of Iowa, Inc.
- Credit Card – We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.
- Mastercard    Visa    American Express

<b>Total Due</b>	\$
<b>16% Building tax due Iowa Events Center</b>	\$
<b>Subtotal</b>	\$
<b>7% State Sales Tax</b>	\$
<b>Total Due</b>	\$
<b>4% Convenience fee if paid by credit card</b>	\$
<b>TOTAL DUE</b>	\$

Cardholder's Name

Signature

Card Numbers	Cardholder's Billing Address

City	State	Zip

Expiration Date	Security Code



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### **Payment Policy & Order Review Continued:**

**CANCELLATION POLICY:** If requested services have been provided prior to your notice of cancellation, all original charges are applicable. No credits or free exchanges for materials provided with your booth fee that are not required.

**UNPAID BALANCES:** All services require payment prior to show opening. In the event of an unpaid invoice, a billing fee of \$40.00 will be charged or a 4% finance charge; whichever is greater. After 60 days, accounts are filed with Polk County, IA for nonpayment of services provided.

**This form must be returned to process your request.**

**Send completed form by email to [decorateiowa@aol.com](mailto:decorateiowa@aol.com) or by secure fax to 515-237-8283**

*We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.*



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**Contact Information** (Please Print)

Name	Date	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name		
<input type="text"/>		
Street Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Show	Booth Number	
<b>2020 ISAC Annual Conference</b>	<input type="text"/>	

**ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:**

**August 3, 2020**

<b>ACCESSORIES</b>	<b>Advance Discount</b>	<b>Standard</b>	<b>Quantity</b>	
Chrome Bag Rack	\$26.00	\$31.00		\$
5' Chrome Coat Rack	14.00	17.50		\$
Chrome Easels	17.00	21.00		\$
Chrome Hall Tree	24.50	31.00		\$
Chrome Stanchions	19.50	28.50		\$
4' Velour Rope – Black	10.00	14.00		\$
8' Velour Rope – Black	20.00	28.00		\$
Raffle Drum Small	15.00	21.00		\$
Raffle Drum Large	30.00	42.00		\$

**CARPETING**

The entire show floor is carpeted for your convenience and comfort.



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**CHAIRS**

(Padded Seats and Backs)

	<b>Advance Discount</b>	<b>Standard</b>	<b>Quantity</b>	
Chrome Side Chair	\$14.00	\$20.00		\$

Choose Color:  Blue  Gray

Chrome Armchair	22.00	28.00		\$
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Choose Color:  Blue  Gray

Bar Stool	39.75	51.00		\$
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Choose Color:  Gray

**COCKTAIL TABLES**

**PLYWOOD TOP**

30" Round x 30" High	\$21.00	\$29.50		\$
30" Round x 40" High	38.00	44.50		\$
White Spandex	9.00	11.00		\$
Black Spandex	9.00	11.00		\$

**PLAIN TABLES**

**30" HIGH**

4' x 24" x 30"	\$17.00	\$21.50		\$
4' x 30" x 30"	17.00	21.50		\$
6' x 18" x 30"	22.50	28.25		\$
6' x 30" x 30"	22.50	28.25		\$
8' x 18" x 30"	24.00	36.00		\$
8' x 30" x 30"	24.00	36.00		\$
48" Round	36.00	44.50		\$

**Topped Only – Add \$10.00 each table**



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**PLAIN TABLES**

**40" HIGH**

	<b>Advance Discount</b>	<b>Standard</b>	<b>Quantity</b>	
4' x 24" x 40"	\$24.00	34.50		\$
4' x 30" x 40"	24.00	34.50		\$
6' x 18" x 40"	29.50	37.75		\$
6' x 30" x 40"	29.50	37.75		\$
8' x 18" x 40"	38.50	44.50		\$
8' x 30" x 40"	38.50	44.50		\$

***Topped Only – Add \$10.00 each table***

**SKIRTED TABLES**

**30" HIGH** (Skirted 3 Sides)

4' x 24" x 30"	\$48.00	\$61.00		\$
4' x 30" x 30"	48.00	61.00		\$
6' x 18" x 30"	56.50	68.75		\$
6' x 30" x 30"	56.50	68.75		\$
8' x 18" x 30"	70.00	79.50		\$
8' x 30" x 30"	70.00	79.50		\$
48" Round (Fully Skirted)	67.50	74.25		\$
60" Round (Fully Skirted)	74.50	82.00		\$

Choose Color:  Black  Blue  Burgundy  Gold  Green  Red  Silver  White



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**SKIRTED DISPLAY TABLES 40" High**

(Skirted 3 Sides)

	<b>Advance Discount</b>	<b>Standard</b>	<b>Quantity</b>	
4' x 24" x 40"	\$61.00	\$74.75		\$
4' x 30" x 40"	61.00	74.75		\$
6' x 18" x 40"	77.50	82.00		\$
6' x 30" x 40"	77.50	82.00		\$
8' x 18" x 40"	81.00	94.50		\$
8' x 30" x 40"	81.00	94.50		\$

Choose Color:  Black  Blue  Burgundy  Gold  Green  Red  Silver  White

<p><b>FURNITURE AMOUNT TOTAL</b> (Please enter amount on Policy Payment Form)</p>	<p>\$</p>
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**Material Handling Rate Schedule for:  
2020 ISAC Annual Conference**

All items, whether received through the Event Decorators of Iowa, Inc. warehouse and/or at the show site, must be moved into or out of the booth Monday-Friday 8 a.m. to 4:30 p.m. for straight time rates. Overtime rates to be applicable to all other hours; Saturdays, Sundays and all holidays. **Event Decorators of Iowa, Inc. is not responsible for any additional charges exhibitors may incur due to scheduling or show site availability.**

**1.) INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE:** June 22 – August 21

Shipment of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date and delivered to booth. This rate includes any necessary handling of empty containers to and from storage. Each shipment is considered separately. Rates are not based on roundtrip shipments.

Shipment weight (round to next 100 lbs)	lbs	<b>÷ 100</b>	= total hundred weight at \$77.00 per hundred weight.
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Minimum charge is \$77.00 per shipment	\$
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**2.) INBOUND HANDLING AT EXHIBIT HALL ON EXHIBITOR SET UP DAY ONLY. ANY DELIVERIES PRIOR TO THIS DATE WILL BE REFUSED AND RETURNED TO SENDER.**

Shipment weight (round to next 100 lbs)	lbs	<b>÷ 100</b>	= total hundred weight at \$66.50 per hundred weight.
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Minimum charge is \$66.50 per shipment	\$
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**3.) OUTBOUND HANDLING AT EXHIBIT HALL**

Outbound shipments at close of show from exhibitor’s booth to outside carrier or owner’s vehicle.

Shipment weight (round to next 100 lbs)	lbs	<b>÷ 100</b>	= total hundred weight at \$86.00 per hundred weight.
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Minimum charge is \$86.00 per shipment	\$
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### **Material Handling Rate Schedule Continued:**

The above rates include Social Security, Workmen's Compensation, and Public Liability Insurance. All shipments should be insured by the exhibitor. Handling and storage rates do not include insurance coverages. Event Decorators of Iowa, Inc. is not responsible for shipments left in booth by an exhibitor. Pieces will be counted and shipped as they are found when they are removed from the exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, any concealed damage, or loss or theft of materials after they have been delivered to the booth or before they have been picked up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, Event Decorators of Iowa, Inc. reserves the right to reroute such shipments. Where no disposition is provided, material may be hauled to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

<b>ORDER TOTAL AMOUNT</b> (Please enter amount on Policy Payment Form)	\$
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**Shipping Instructions for:  
2020 ISAC Annual Conference**

**INSTRUCTIONS:** All shipments **MUST BE PREPAID** and should be shipped to arrive prior to initial installation date.

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED.** All shipments should be addressed to Event Decorators of Iowa, Inc. as shown:

<p>Warehouse Shipping Address:</p> <p>TO:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">2020 ISAC Annual Conference</div> <p>c/o: Event Decorators of Iowa, Inc.</p> <p>520 SE 4<sup>th</sup> Street</p> <p>Des Moines, IA 50309</p>	<p>Show site Shipping Address – Setup Day Only</p> <p>TO: Community Choice Convention Center Veterans Memorial Auditorium 833 3<sup>rd</sup> Street Des Moines, IA 50309</p> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">2020 ISAC Annual Conference</div> <p>c/o: Event Decorators of Iowa, Inc.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Street Address:</p> <p>City:</p> <p>State:</p> <p>Zip Code:</p> </div>
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**Advance Show Shipments Thru Event Decorators of Iowa, Inc. Warehouse**

<b>Company Name:</b>	<b>Available: June 22 – August 21</b>
<b>Show Name:</b>	<b>Booth Number:</b>
<b>Number of Pieces:</b>	<b>Total Wght of Shpmnt:</b>
<b>Truck line:</b>	

**SHIPMENTS TO THE SHOWSITE: ON SET-UP DAY ONLY!**

Exhibitors may route directly to the show site during official exhibitor set-up/move in only.

Scheduling is very important. Any delivery attempts prior to this specific period will be refused.

**We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up loading out of exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments. Event Decorators of Iowa, Inc. reserves the right to reroute such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.**



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**REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW**

<b>Ship to individual/company:</b>		
<b>Shipping Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Number of Pieces:</b>	<b>Total Weight of Shipment:</b>	
<b>Description:</b>		

**Forward via – (Check One)**

- Motor Freight    Moving Van    Air Freight
- Federal Express\*    UPS\*

**\*Prepaid printed labels required for ALL outbound Federal Express & UPS shipments.**

<input type="checkbox"/> <b>Other:</b>
<b>Name of Courier:</b>

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<b>Authorized by:</b>	<b>Date:</b>
<b>Company Name:</b>	<b>Phone Contact:</b>



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**RUSH EXHIBIT FREIGHT**

<b>FROM:</b>
<b>ADDRESS:</b>
<b>CITY:</b>
<b>STATE:</b>
<b>ZIP CODE:</b>

<b>TO:</b>
<b>EXHIBITOR:</b>
<b>BOOTH NUMBER:</b>

**C/O EVENT DECORATORS OF IOWA, INC.**

520 SE 4th Street
Des Moines, IA 50309
<b>Piece #:</b>

**RUSH EXHIBIT FREIGHT**

<b>FROM:</b>
<b>ADDRESS:</b>
<b>CITY:</b>
<b>STATE:</b>
<b>ZIP CODE:</b>

<b>TO:</b>
<b>EXHIBITOR:</b>
<b>BOOTH NUMBER:</b>

**C/O EVENT DECORATORS OF IOWA, INC.**

520 SE 4th Street
Des Moines, IA 50309
<b>Piece #:</b>



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**Contact Information** (Please Print)

Name	Date	Phone
Company Name		
Street Address		
City	State	Zip
Show	Booth Number	
2020 ISAC Annual Conference		

**LABOR**

**SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS:**  
Decorators and Display men: \$62.50 per hour straight time; \$79.75 per hour overtime. (One hour minimum per man)

**ALL LABOR BEFORE 8:00 a.m. and after 4:30 p.m., and all hours on Saturdays, Sundays and holidays will be charges at the overtime rate.**

<input type="checkbox"/> <b>“O.K. TO PROCEED”</b> EXHIBITOR NEED NOT BE PRESENT We will proceed with your display setup unless you instruct us otherwise. Every effort will be made to set your display on straight time hours. Unless move in schedule does not permit.  Install & Dismantle Number of workers:  <input type="checkbox"/> Plans Attached <input type="checkbox"/> Plans in cases #	<input type="checkbox"/> <b>“DO NOT PROCEED”</b> EXHIBITOR WILL SUPERVISE All work is to be performed only under the supervision of the exhibitor representative.  Exhibitor will check in at the service desk to pick up worker on: Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.  Representative:
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Starting time can be guaranteed only where workers are requested for the start of the working day, which is 8:00 a.m. The minimum charge of one hour per man will apply. Failure to call for labor at requested time will result in a one-hour charge per worker requested unless 72-hour advance notice is provided. Speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.



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**LABOR CONTINUED:**

**SPECIAL INSTRUCTIONS:**

<b>INSTALL DATE:</b>	<b>DISMANTLE DATE:</b>
<b>START:</b>	<b>START:</b>
<b>STOP:</b>	<b>STOP:</b>
<b>OUT:</b>	<b>OUT:</b>
<b>S.T.:</b>	<b>S.T.:</b>
<b>O.T.:</b>	<b>O.T.:</b>

<b>ORDER TOTAL</b> (Please enter amount on Policy Payment Form)	\$
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