

# 2019 Exhibitor Rules and Regulations

## 73<sup>rd</sup> Annual Iowa County Engineers Conference

All exhibitors displaying at the 73rd Annual Iowa County Engineers Conference to be held in Des Moines, IA, at the Community Choice Credit Union Convention Center on December 11-12, 2019, are required to register online and subscribe to all [Exhibit Rules and Regulations](#). Failure to follow [Exhibit Rules and Regulations](#) may result in cancellation of the right to exhibit. (All exhibits shall conform to all federal, state and local laws and regulations.) The full conference takes place December 11-13, 2019.

The 73<sup>rd</sup> Annual Iowa County Engineers Association Conference [Exhibit Rules and Regulations](#) as described herein have been prepared and approved by the Conference Planning Committee.

### Parking

Onsite parking is available at \$10 per entry into the lot and limited metered street parking is also available in the neighborhood. Additional downtown parking ramps are connected via skywalk.

### Tentative Exhibitor Schedule

#### Tuesday, December 10, 2019

7:00 am to 10:30 am – Early exhibit booth setup

#### Wednesday, December 11, 2019

7:00 am to 10:30 am – Exhibit booth setup

10:30 am Registration and exhibit hall opens

5:00 pm to 7:00 pm – Reception in Exhibit Hall

#### Thursday, December 12, 2019

7:30 am to 8:30 am – Continental breakfast in exhibit hall

2:00-2:30 pm – Prize Drawing

2:30 pm Exhibit Booths can be taken down

### Installation & Dismantling Schedule

The following schedule represents the installation and dismantling periods for the 73rd Annual Iowa County Engineers Association Conference. No set-up will be allowed during the exhibit times.

#### **Installation Schedule**

##### Tuesday, December 10, 2019

4:00 pm to 8:00 pm

##### Wednesday, December 11, 2019

7:00 am to 10:30 am

#### **Dismantling Schedule**

##### Thursday, December 12, 2019

2:30pm to 5:00 pm

Displays are to remain in place until the prescribed dismantling time.

### Failure to Hold the Conference

Should any contingencies prevent the holding of the Conference; the ISAC will return a portion of the exhibit space payment as may be determined to be equitable by the Iowa County Engineers Association and the ISU Institute for Transportation.

### Exhibitor Cancellation Policy

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to Conference Management. This cancellation policy does not depend upon whether the exhibit space is resold or re-assigned. Any company cancelling its exhibit space before November 30, 2019, will receive a full refund of their registration fee less a \$100 cancellation fee. No refund on or after November 30, 2019.

### Payment for Exhibit Space

Checks for exhibit space must be made payable to Iowa County Engineers Association and must be in U.S. funds or a draft drawn from a U.S. bank. Visa, Discover, MasterCard, and American Express credit cards are accepted for exhibit space payments.

### Exhibit Space Cost and Payment Schedule

The rate structure is as follows:

10 feet wide x 10 feet deep booth \$650

Discount of \$325 given for purchase of two or more booths in one online order.

The fee includes 10'x10' exhibit space (pipe and drape, one 6' table, 2 chairs and 1 wastebasket.), one registration to the conference, name badge, Wednesday evening reception, Wednesday and Thursday lunches, and one list of conference participants. Fee **does not** include Thursday Banquet (you can purchase a banquet ticket for \$45). Cost for each additional person in your booth is \$75.

### Exhibit Space Electricity

Electricity can be purchased through the convention center. There will be free wireless internet in the exhibit hall, and the exhibit hall is carpeted

### Assignment of Exhibit Space

All exhibit space assignments will be made in the online registration system on a first come, first served basis. Exhibitors will see available booth spaces online during registration which booths are already sold.

### Sub-Leasing of Exhibit Space

The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them.

### Admission to the Exhibits

Admission to the exhibit floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area. Badges cannot be transferred to other exhibit personnel no matter the day they are onsite. The exhibit area is not open to the public; only registered attendees will be allowed in the exhibit area.

### **Signs on Exhibits or Products**

No company sign or advertising shall be displayed at a height that exceeds the outer wall height of the booth or the maximum wall height for that area, except that the name, trademark, or insignia used on a product as sold may be carried on the product exhibited.

### **No Outdoor Exhibits**

Outdoor exhibits will not be allowed at the 73<sup>rd</sup> Iowa County Engineers Annual Conference.

### **Defacing of Building or Exhibit Facilities**

Each exhibitor is liable for any defacing, damage from their own acts to the exhibit building, or exhibit facilities.

### **Equipment and/or Services**

An exhibitor may receive orders for, or sell its product during the Conference and shall be responsible for collecting and paying any applicable local, state and federal taxes and obtain any necessary licenses needed to sell merchandise.

### **Extra Lighting**

All special illumination must be indirect and completely shielded to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights is not allowed. Electricity is the sole permissible agent for illuminating purposes.

### **Flammable Materials**

No flammable materials of any nature, including decorative material, may be used in any exhibit space.

### **Inflatable Objects**

Distribution of helium filled balloons is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and removed from the hall before guests enter. Overnight storage of helium or compressed air cylinders in the building is prohibited.

### **Motion & Noise Control**

Exhibitors are requested to take every reasonable precaution to minimize the noise emanating from their exhibit areas. Conference management reserves the right to eliminate noise and motion deemed unacceptable during the show.

### **Sound Devices, Movies, Slides, Videos & TV**

Audiovisual presentations and closed-circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices to attract attention are prohibited. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted works, patented inventions or other intellectual property in connection with their exhibit, housing and hospitality facilities at the Conference.

Equipment is available for rent through the onsite a/v company, Markey's.

### **Security**

Every reasonable precaution will be taken to protect property during the installation, Conference and dismantling periods. However, Conference Management, Sponsor, and Co-sponsor will not be held liable for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes.

### **Food & Beverage Service**

Food and beverage items will be provided in the exhibit areas for participants. No food & beverage should be distributed by exhibitors. No alcoholic beverages may be served by exhibitors.

### **Literature Distribution**

Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor's stand and must be related strictly to the products and/or services on display or are directly available from the exhibitor.

### **Prizes and Giveaways**

Distribution of giveaways or drawing for prizes is permitted in your exhibit space during the Conference or as part of the presentation during the afternoon break on Thursday afternoon, December 12, 2019 at 2:00pm. A vendor prize drawing form will be provided at your booth. Please fill out the top portion and return it to the registration desk by 10:00 am on Thursday, September 12, 2019. Keep the other half for your records. Attendees must be present to win (alert attendees of this when they enter your drawing). Please be sure to fill out the alternate winner lines.

### **AGREEMENT TO RULES**

The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by Conference Management, provided that such amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). Exhibitor acceptance of these written rules provided by payment of conference exhibit fee.