



Event Decorators of Iowa

-since 2005-

520 SE 4th 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 Iowa County Engineers Conference scheduled for December 2-3, 2020 at the Community Choice Veterans Memorial Convention Center.

Your association has provided the following with each 10' x 10' exhibit booth purchased that are along outside walls:

- 8' high back wall curtains
- 3' high side curtain
- 1 one line identification sign
- 1 6'x30' table skirted white
- 2 chairs
- 1 wastebasket

All 10' x 10' interior booths will include the following:

- 3' high side curtains
- 1 one line identification sign
- 1 6'x30' table skirted white
- 2 chairs
- 1 wastebasket

The drapery color selected for use is navy blue
The room is fully carpeted for you and attendees comfort.

Exhibitor move in/out schedule:

- | | |
|----------------------|----------------------------------|
| Tuesday December 1 | Exhibitor setup 4:00 - 6:00 pm |
| Wednesday December 2 | Exhibitor set up 7:30 - 10:30 am |
| Thursday December 3 | Dismantle 2:30 - 5:00pm |

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru Friday November 13, 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	
Iowa County Engineers Conference		
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 standard 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

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

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 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"/>
Event or Show	Booth Number	
Iowa County Engineers Conference	<input type="text"/>	

ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:

Friday, November 13, 2020

ACCESSORIES	Advance Discount	Standard	Quantity	
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		\$



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CHAIRS (Padded Seats and Backs)

Chrome Side Chair	\$14.00	\$20.00		\$
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Choose Color: Blue Gray

Chrome Armchair	22.00	28.00		\$
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Choose Color: Blue Gray

Bar Stool	35.50	43.00		\$
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Choose Color: Gray

PLAIN TABLES

30" HIGH

Advance Discount Standard

Quantity

4' x 24" x 30"	\$24.00	34.50		\$
4' x 30" x 30"	24.00	34.50		\$
6' x 18" x 30"	29.50	37.75		\$
6' x 30" x 30"	29.50	37.75		\$
8' x 18" x 30"	38.50	44.50		\$
8' x 30" x 30"	38.50	44.50		\$
Vinyl Table Covering	10.00	10.00		\$

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		\$



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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

PLAIN TABLES

40" High

(Skirted 3 Sides)

	Advance Discount	Standard	Quantity	
4' x 24" x 40"	\$31.00	\$43.75		\$
4' x 30" x 40"	31.00	43.75		\$
6' x 18" x 40"	37.50	51.25		\$
6' x 30" x 40"	37.50	51.25		\$
8' x 18" x 40"	41.00	55.00		\$
8' x 30" x 40"	41.00	55.00		\$
Vinyl Table Covering	10.00	10.00		\$

SKIRTED DISPLAY

TABLES 40" High

(Skirted 3 Sides)

	Advance Discount	Standard	Quantity	
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



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<p>FURNITURE AMOUNT TOTAL (Please enter amount on Policy Payment Form)</p>	<p>\$</p>
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**Material Handling Rate Schedule for:
Iowa County Engineers 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 waived. **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: November 2 - 27, 2020

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	$\div 100$	= 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	$\div 100$	= 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	$\div 100$	= total hundred weight at \$77.00 per hundred weight.
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Minimum charge is \$77.00 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.

<p>ORDER TOTAL AMOUNT (Please enter amount on Policy Payment Form)</p>	<p>\$</p>
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Shipping Instructions for:

Iowa County Engineers 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; width: 300px; height: 40px; margin: 5px 0;"></div> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Iowa County Engineers Conference</div> c/o: Event Decorators of Iowa, Inc. 520 SE 4 th Street Des Moines, IA 50309	<p>Show site Shipping Address – Setup Day Only</p> <p>TO: Community Choice Veterans Memorial Convention Center Meeting Room Level 3 833 5th Avenue Des Moines, IA 50309</p> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Iowa County Engineers Conference</div> c/o: Event Decorators of Iowa, Inc.
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Advance Show Shipments Thru Event Decorators of Iowa, Inc. Warehouse

Company Name:	Available: November 2-27
Show Name:	Booth Number:
Number of Pieces:	Total Wght of Shpmnt:
Truck line:	

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

Ship to individual/company:

Shipping Address:

City	State	Zip

Number of Pieces:	Total Weight of Shipment:
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Description:

Forward via – (Check One)

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

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

Other:

Name of Courier:

Authorized by:	Date:
Company Name:	Phone Contact:



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RUSH EXHIBIT FREIGHT

FROM:
ADDRESS:
CITY:
STATE:
ZIP CODE:

TO:
EXHIBITOR:
BOOTH NUMBER:

C/O EVENT DECORATORS OF IOWA, INC.

520 SE 4th Street
Des Moines, IA 50309
Piece #:

RUSH EXHIBIT FREIGHT

FROM:
ADDRESS:
CITY:
STATE:
ZIP CODE:

TO:
EXHIBITOR:
BOOTH NUMBER:

C/O EVENT DECORATORS OF IOWA, INC.

520 SE 4th Street
Des Moines, IA 50309
Piece #:



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Contact Information (Please Print)

Name	Date	Phone
Company Name		
Street Address		
City	State	Zip
Show	Booth Number	
Iowa County Engineers 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"/> “O.K. TO PROCEED” 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. <p style="text-align: center;">Install & Dismantle</p> Number of workers: <input type="text"/> <input type="checkbox"/> Plans Attached <input type="checkbox"/> Plans in cases #	<input type="checkbox"/> “DO NOT PROCEED” 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: <input type="text"/> Time: <input type="text"/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. Representative: <input type="text"/>
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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:

INSTALL DATE:	DISMANTLE DATE:
START:	START:
STOP:	STOP:
OUT:	OUT:
S.T.:	S.T.:
O.T.:	O.T.:

ORDER TOTAL (Please enter amount on Policy Payment Form)	\$
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