Welcome Exhibitor,

It is with immense pleasure to announce that Event Decorators of Iowa has been selected as the Official Decorating contractor for the upcoming Iowa County Engineers Conference. The event scheduled for December 3-5, 2024 at the Community Choice Convention Center on the Iowa Events Center campus.

Show management has provided the following with each 8’ x 10’ exhibit booth purchased:

8’ blue high back wall curtains

3’ blue high side curtain

1 one-line identification sign

1 6’x30’ table skirted blue

2 folding chairs

1 wastebasket

The room is fully carpeted for you and attendee’s comfort.

**Exhibitors move in/out schedule:**

Wednesday December 4 Exhibitor setup 7:30-10:30am

Thursday December 5 Exhibitor move out 2:30 – 4:30pm

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru November 18, 2024

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.

|  |  |  |
| --- | --- | --- |
| Iowa County Engineers Conference |  |  |

**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:

|  |  |
| --- | --- |
| **Total Due** | $Click or tap here to enter text. |
| **16% Building tax due**  **Iowa Events Center** | $Click or tap here to enter text. |
| **Subtotal** | $ Click or tap here to enter text. |
| **7% State Sales Tax** | $Click or tap here to enter text. |
| **Total Due** | $Click or tap here to enter text. |
| **5% Convenience fee if paid by credit card** | $Click or tap here to enter text. |
| **TOTAL DUE** | $Click or tap here to enter text. |

Company Check payable to Event Decorators of Iowa, Inc. (US Dollars only)

Credit Card – We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred because of show site orders placed by your representative.

(US Dollars only)

Mastercard  Visa  American Express

Cardholder’s Name

|  |
| --- |
| Click or tap here to enter text. |

Signature

|  |
| --- |
| Click or tap here to enter text. |

Card Numbers Cardholder’s Billing Address

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |

City State Zip

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Expiration Date Security Code

|  |  |
| --- | --- |
| Click or tap to enter a date. | Click or tap here to enter text. |

**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 because of show site orders placed by your representative.*

**Contact Information** (Please Print)

Name Date Phone

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

Company Name

|  |
| --- |
| Click or tap here to enter text. |

Street Address

|  |
| --- |
| Click or tap here to enter text. |

City State Zip

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Event or Show Booth Number

|  |  |
| --- | --- |
| **Iowa County Engineers** **Conference** | Click or tap here to enter text. |

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

|  |
| --- |
| Monday, November 18, 2024 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chrome Bag Rack | $26.00 | $31.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 5’ Chrome Coat Rack | 14.00 | 17.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Chrome Easels | 17.00 | 21.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Chrome Hall Tree | 24.50 | 31.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Chrome Stanchions | 19.50 | 28.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 4’ Velour Rope – Black | 10.00 | 14.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ Velour Rope – Black | 20.00 | 28.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Raffle Drum Small | 15.00 | 21.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Raffle Drum Large | 30.00 | 42.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

**ACCESSORIES Advance Discount Standard Quantity**

**CHAIRS** (Padded Seats and Backs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chrome Side Chair | $14.00 | $20.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color*:  Blue  Gray

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chrome Armchair | 22.00 | 28.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

Choose Color:  Blue  Gray

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bar Stool | 44.50 | 59.75 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color*:  Gray

**PLAIN TABLES**

**30” HIGH Advance Discount Standard Quantity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 30” | $24.00 | 34.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 4’ x 30” x 30” | 24.00 | 34.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 30” | 29.50 | 37.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 30” | 29.50 | 37.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 30” | 38.50 | 44.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 30” | 38.50 | 44.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Vinyl Table Covering | 10.00 | 10.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

**SKIRTED TABLES**

**30” HIGH** (Skirted 3 Sides)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 30” | $58.00 | $71.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 4’ x 30” x 30” | 58.00 | 71.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 30” | 66.50 | 78.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 30” | 66.50 | 78.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 30” | 78.00 | 88.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
|  |  |  |  |  |
| 8’ x 30” x 30” | 78.00 | 88.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 48” Round (Fully Skirted) | 67.50 | 74.25 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 60” Round (Fully Skirted) | 74.50 | 82.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:*  Black  Blue  Burgundy  Gold  Green  Red  Silver  White

**PLAIN TABLES**

**40” High**

**Advance Discount Standard Quantity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 40” | $31.00 | $43.75 | Click or tap here to enter text. | $ Click or tap here to enter text. |
| 4’ x 30” x 40” | 31.00 | 43.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 40” | 37.50 | 51.25 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 40” | 37.50 | 51.25 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 40” | 41.00 | 55.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 40” | 41.00 | 55.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| Vinyl Table Covering | 10.00 | 10.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

**SKIRTED DISPLAY**

**TABLES 40” High**

(Skirted 3 Sides) **Advance Discount Standard Quantity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 40” | $71.00 | $83.75 | Click or tap here to enter text. | $ Click or tap here to enter text. |
| 4’ x 30” x 40” | 71.00 | 83.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 40” | 87.50 | 99.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 40” | 87.50 | 99.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 40” | 91.00 | 107.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 40” | 91.00 | 107.50 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:*  Black  Blue  Burgundy  Gold  Green  Red  Silver  White

40” Highboy Cocktail tables 22.75 33.50

Black spandex table cover 11.00 13.50

White leather side chairs 65.00 82.00 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

White leather love seats 74.00 89.00 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

White leather couches 105.00 130.00 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **FURNITURE AMOUNT TOTAL**  (Please enter amount on Policy Payment Form) | $Click or tap here to enter text. |

**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.**

|  |
| --- |
| **November 4-29** |

**1.) INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE:**

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.) | Click or tap here to enter text. lbs. | **÷ 100** | = total hundred weight at $124.00 per hundred weights. |

|  |  |
| --- | --- |
| Minimum charge is $124.00 per shipment | $Click or tap here to enter text. |

**2.) INBOUND HANDLING AT EXHIBIT HALL ON EXHIBITOR SET UP DA ONLY. ANY DELIVERIES PRIOR TO THIS DATE WILL BE REFUSED AND RETURNED TO SENDER.**

|  |  |  |  |
| --- | --- | --- | --- |
| Shipment weight  (round to next 100 lbs.) | Click or tap here to enter text. lbs. | **÷ 100** | = total hundred weight at 119.50 per hundred weights. |

|  |  |
| --- | --- |
| Minimum charge is $119.50 per shipment | $$Click or tap here to enter text. |

**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.) | Click or tap here to enter text. lbs. | **÷ 100** | = total hundred weight at $133.00 per hundred weights. |

|  |  |
| --- | --- |
| Minimum charge is $133.00 per shipment | $Click or tap here to enter text. |

**Material Handling Rate Schedule Continued:**

The above rates include Social Security, Workmen’s Compensation, and Public Liability Insurance. The exhibitor should insure all shipments. 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 because of such rerouting or handling.

|  |  |
| --- | --- |
| **ORDER TOTAL AMOUNT**  (Please enter amount on Policy Payment Form) | $Click or tap here to enter text. |

**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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Warehouse Shipping Address:  FOR   |  | | --- | | Click or tap here to enter text. |   TO:   |  | | --- | | **Iowa County Engineers Conference** |   c/o: Event Decorators of Iowa, Inc.  301 SE 8th Street  Des Moines, IA 50309 | Show site Shipping Address – Setup Day Only  TO: Community Choice Veterans Memorial  Convention Center  833 5th Avenue  Des Moines, IA 50309  FOR:   |  | | --- | | **Iowa County Engineers Conference** |   c/o: Event Decorators of Iowa, Inc. |

**Advance Show Shipments Thru Event Decorators of Iowa, Inc. Warehouse**

|  |  |
| --- | --- |
| **Company Name:** Click or tap here to enter text. | **Available:** November 4-29 |
| **Show Name:** Click or tap here to enter text. | **Booth Number:** Click or tap here to enter text. |
| **Number of Pieces:** Click or tap here to enter text. | **Total weight of Shipment:** Click or tap here to enter text. |

|  |
| --- |
| **Truck line:** Click or tap here to enter text. |

**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 especially 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 because of such re-routing or handling.**

**REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW**

|  |
| --- |
| **Ship to individual/company:** Click or tap here to enter text. |
| **Shipping Address:** Click or tap here to enter text. |

**City State Zip**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Number of Pieces:** Click or tap here to enter text. | **Total Weight of Shipment:** Click or tap here to enter text. |

**Description:**

|  |
| --- |
| Click or tap here to enter text. |

**Forward via – (Check One)**

**Motor Freight  Moving Van  Air Freight**

**Federal Express\*  UPS\***

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

**Customer must phone their carrier to have parcels picked up the following day at the advance warehouse address of 301 SE 8th Street DSM IA 50309. All items must be removed from the venue by 4:30pm**

|  |
| --- |
| **Other:** Click or tap here to enter text. |
| **Name of Courier:** Click or tap here to enter text. |

**\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Authorized by:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Company Name:** Click or tap here to enter text. | **Phone Contact:** Click or tap here to enter text. |

**RUSH EXHIBIT FREIGHT**

|  |
| --- |
| **FROM:** Click or tap here to enter text. |
| **ADDRESS:** Click or tap here to enter text. |
| **CITY:** Click or tap here to enter text. |
| **STATE:** Click or tap here to enter text. |
| **ZIP CODE:** Click or tap here to enter text. |

|  |
| --- |
| **:** Click or tap here to enter text. |
| **EXHIBITOR:** |
| **BOOTH NUMBER:** Click or tap here to enter text. |

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

|  |
| --- |
| 301 SE 8th Street |
| Des Moines, IA 50309 |

|  |
| --- |
| **Piece #:** Click or tap here to enter text. |

**RUSH EXHIBIT FREIGHT**

|  |
| --- |
| **FROM:** Click or tap here to enter text. |
| **ADDRESS:** Click or tap here to enter text. |
| **CITY:** Click or tap here to enter text. |
| **STATE:** Click or tap here to enter text. |
| **ZIP CODE:** Click or tap here to enter text. |

|  |
| --- |
| **:** Click or tap here to enter text. |
| **EXHIBITOR:** |
| **BOOTH NUMBER:** Click or tap here to enter text. |

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

|  |
| --- |
| 301 SE 8th Street |
| Des Moines, IA 50309 |

|  |
| --- |
| **Piece #:** Click or tap here to enter text. |

**Contact Information** (Please Print)

Name Date Phone

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

Company Name

|  |
| --- |
| Click or tap here to enter text. |

Street Address

|  |
| --- |
| Click or tap here to enter text. |

City State Zip

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Show Booth Number

|  |  |
| --- | --- |
| ISAC Annual **Conference** | Click or tap here to enter text. |

**LABOR**

**SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMATLING 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **“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.  Install & Dismantle   |  | | --- | | Number of workers: Click or tap here to enter text. |  |  | | --- | | Plans Attached | | Plans in cases #Click or tap here to enter text. | | **“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:   |  | | --- | | Click or tap to enter a date. |   Time:   |  | | --- | | Click or tap here to enter text. A.M.  P.M. |   Representative:   |  | | --- | | Click or tap here to enter text. | |

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 experience.

**LABOR CONTINUED:**

SPECIAL INSTRUCTIONS:

|  |
| --- |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| INSTALL DATE: Click or tap to enter a date. | DISMANTLE DATE: Click or tap to enter a date. |
| START: Click or tap here to enter text. | START: Click or tap here to enter text. |
| STOP: Click or tap here to enter text. | STOP: Click or tap here to enter text. |
| OUT: Click or tap here to enter text. | OUT: Click or tap here to enter text. |
| S.T.: Click or tap here to enter text. | S.T.: Click or tap here to enter text. |
| O.T.: Click or tap here to enter text. | O.T.: Click or tap here to enter text. |

|  |  |
| --- | --- |
| **ORDER TOTAL**  (Please enter amount on Policy Payment Form) | $Click or tap here to enter text. |