Welcome Exhibitor,

It’s with great pleasure to announce that Event Decorators of Iowa has again been selected as the official rental decorating contractor for the Iowa Communications Alliance Annual Meeting and Trade Show. The event is scheduled for March 20-22, 2023 at the Veterans Auditorium Community Choice Convention Center on the Iowa Events Center campus.

ICA has provided the following with each 10’ x 10’ exhibit booth purchased:

8’ high back wall curtains

3’ high black side curtain

1 one-line identification sign

1 8’ x 30” table covered and skirted black

2 plastic folding chairs.

Please find our exhibitor services kit for you to review and take advantage of discount pricing through March 1, 2023. Carpeting/padding are strongly encouraged to cover concrete show floors.

All orders require prepayment in full 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.

**Contact Information** (Please Print)

Name Date Phone

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

Show Company Name

|  |  |
| --- | --- |
| **Iowa Communications Alliance** | 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. |

**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:

|  |  |
| --- | --- |
| **Subtotal** |  |
| **16% Building Tax due**  **Iowa Events Center** |  |
| **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.

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

Please write legible to ensure accuracy of your requests

Cardholder’s Name

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

Cardholders Billing Address, City, State, Zip code

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

Card Number Expiration Date Security Code

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

Email address if receipt requested

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | 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 as a result of show site orders placed by your representative.*

**Contact Information** (Please Print)

Event or Show Booth Number

|  |  |
| --- | --- |
| **Iowa Communications Alliance** | Click or tap here to enter text. |

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. |

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

|  |
| --- |
| Wednesday, March 1, 2023 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**

**CARPETING Advance Discount Standard**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x10 | $125.00 | $150.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color*: RedGrayRoyal BlueBurgundyBlackHunter Green

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x20 | 250.00 | 30.0.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color*: RedGrayRoyal BlueBurgundyBlackHunter Green

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x30 | 375.00 | 450.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:* RedGrayRoyal BlueBurgundyBlackHunter Green

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x40 | 500.00 | 600.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:* RedGrayRoyal BlueBurgundyBlackHunter Green

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x50 | 625.00 | 850.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:* RedGrayRoyal BlueBurgundyBlackHunter Green

**PADDING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10x10 | $115.00 | $140.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 10x20 | 230.00 | 280.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 10x30 | 375.00 | 420.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 10x40 | 460.00 | 560.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 10x50 | 575.00 | 7000.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

**CHAIRS** (Padded Seats and Backs)

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

*Choose Color*:  Blue  Gray

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Armchair | 27.00 | 34.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

Choose Color:  Blue  Gray

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bar Stool | 42.50 | 53.00 | 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. |

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

**PLAIN TABLES**

**40” HIGH Advance Discount Standard Quantity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 40” | $34.00 | 44.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 4’ x 30” x 40” | 34.00 | 44.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 40” | 39.50 | 47.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 40” | 39.50 | 47.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 40” | 48.50 | 54.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 40” | 48.50 | 54.50 | Click or tap here to enter text. | $Click or tap here to enter text. |

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

**SKIRTED TABLES**

**30” HIGH** (Skirted 3 Sides)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 30” | $53.00 | $69.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 4’ x 30” x 30” | 53.00 | 69.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 30” | 61.50 | 75.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 30” | 61.50 | 75.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 30” | 77.00 | 88.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 30” | 77.00 | 88.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 48” Round (Fully Skirted) | 87.50 | 99.25 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 60” Round (Fully Skirted) | 94.50 | 122.00 | Click or tap here to enter text. | $Click or tap here to enter text. |

*Choose Color:*  Black  Blue  Burgundy  Gold  Green  Red  Silver  Whit**e Skirted DISPLAY**

**SKIRTED TABLES**

**40” High**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4’ x 24” x 40” | $82.00 | $94.75 | Click or tap here to enter text. | $ Click or tap here to enter text. |
| 4’ x 30” x 40” | 82.00 | 94.75 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 18” x 40” | 97.50 | 112.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 6’ x 30” x 40” | 97.50 | 112.00 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 18” x 40” | 114.00 | 136.50 | Click or tap here to enter text. | $Click or tap here to enter text. |
| 8’ x 30” x 40” | 114.00 | 136.50 | Click or tap here to enter text. | $Click or tap here to enter text. |

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

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

**Material Handling Rate Schedule for:**

|  |
| --- |
| Iowa Communications Alliance |

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 charge’s exhibitors may incur due to scheduling or show site availability.**

|  |
| --- |
| February 20 – March 17 |

**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 $112.00 per hundred weights. |

|  |  |
| --- | --- |
| Minimum charge is $112.00 per shipment | $Click or tap here to enter text. |

**2.) 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 $116.00 per hundred weights. |

|  |  |
| --- | --- |
| Minimum charge is $116.00 per shipment | $Click or tap here to enter text. |

**Exhibitors are required to contact their carrier and arrange for outbound pick up. Carrier must arrive by 6pm at Hy-Vee Hall 730 3rd Street Docks 4-or 5 DSM IA 50309. Please allow time from close of show to dismantle, repack, label and transport materials to dock area before carrier shows at dock.**

**All FedEx, UPS with your preprinted labels attached and leave in booth.**

**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.

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

**Shipping Instructions for:**

|  |
| --- |
| **Iowa Communications Alliance** |

**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 Communications Alliance |   c/o: Event Decorators of Iowa, Inc.  301 SE 4th Street  Des Moines, IA 50309 |  |

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

|  |  |
| --- | --- |
| **Company Name:** Click or tap here to enter text. | **Available:** February 20-March 17 |
| **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 Wght of Shpmnt:** Click or tap here to enter text. |

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

**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.**

**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.**

|  |
| --- |
| **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. |