



Iowa Events Center Exhibitor Services Order Form

Submission instructions on last page.

EVENT: Iowa's Premier Wine and Food Expo EVENT DATE: November 11-12, 2011

COMPANY NAME: _____ BOOTH #: _____

ON SITE CONTACT: _____ ON SITE CONTACT PHONE #: _____

BILLING ADDRESS: _____ CITY, ST: _____ ZIP: _____

EMAIL ADDRESS: _____

Will not be used for marketing purposes.

NO ORDERS WILL BE PROCESSED WITHOUT PAYMENT

CARD HOLDER NAME: _____

CARD #: _____ EXPIRATION: _____

SIGNATURE: _____

Make checks payable to: IOWA EVENTS CENTER CK # _____ **GRAND TOTAL** **\$0.00**

Auto-complete from order forms

Iowa Events Center Exhibitor Rules and Regulations

All exhibitors agree to abide by the following policies which are in effect at all times.

- Credit will not be given for services ordered and installed but not used.
- Customer is responsible for loss or damage to personal property or Iowa Events Center equipment.
- Cut off date for Early Bird Pricing is 10 business days prior to move in.
- Advance requests will receive priority service. On site requests will be processed in the order they are received.
- Under NO circumstances shall anyone other than house/electrician/engineer make electrical connections.
- Rates quoted for connections cover only the services installed in the most convenient manner as determined by the IEC. Special placement or relocation of service to the booth may result in an additional labor charge.
- Building and post outlets are NOT part of the booth space and are not to be used by exhibitors.

Gardening and Landscaping Exhibits:

- Plastic must be used on the exhibit floor under dirt, mulch, ponds, etc.
- Any damage incurred due to water leakage will be the responsibility of the exhibitor
- Considerable care must be taken when using trucks, skid loaders, or fork lifts to unload dirt, rock or other landscaping materials. Any damage will be the responsibility of the exhibitor.

Move In and Move Out:

- All exhibitors must check in with the move in supervisor at the dock
- No vehicle parking is allowed at the dock.
- Vehicles must be unloaded in a timely manner and moved to the assigned exhibitor parking lot to help insure a smooth move in for all exhibitors.
- Standing on chairs or tables to hang display materials is STRICTLY PROHIBITED!

Vehicles in the Exhibit Hall

- All vehicles residing in the exhibit hall must have less than a quarter tank of gas, must have the battery disconnected and must have tape over the gas cap.
- All vehicles residing in the exhibit hall must have an Iowa Events Center issued hardboard square placed under each tire. These will be issued at the loading dock by the move in supervisor.
- Only the sides of tires may be cleaned with chemicals. Applying chemicals to the tread of the tire is prohibited.
- Chemicals must be sprayed onto a towel or rag before applying to the tire.

**Iowa Events Center
Booth Catering Menu**



provided by Ovations Food Services

Are you submitting your catering order 5 business days prior to the first day of the show?

Yes No

This menu is designed for Exhibitor Booth Service only. If you need service in a Meeting Room, please contact the Catering Sales Department for a full catering menu. All catering orders must be received 5 working days prior to first day of show. A 20% late fee will be charged for orders received after this deadline. Changes and/or cancellations must be received 5 business days prior to service. Late orders will be accommodated based on availability of product.

Qty	Beverage Service	Price	Amount Due
	Freshly Brewed Starbucks Premium Coffee (gallon)	\$38.00	\$0.00
	Assorted Canned Sodas (bottle)	\$3.50	\$0.00
	Dasani Water (bottle)	\$3.50	\$0.00
	Iced Tea (bottle)	\$3.50	\$0.00
	Red Bull - Regular (can)	\$5.00	\$0.00
	Red Bull - Sugar Free (can)	\$5.00	\$0.00
	Freshly Baked Goods		
	Double Fudge Brownies (dozen)	\$28.00	\$0.00
	Café Cookies (dozen)	\$28.00	\$0.00
	Lunch Options (please mark TOTAL desired and call number below with specific order)		
	Box Lunch: Choice of turkey, ham, roast beef or veggie. Includes chips and cookie.	\$10.00	\$0.00
	14" one topping pizza (10 slices): pepperoni, sausage, ham, vegetarian or cheese	\$25.00	\$0.00
	Additional pizza toppings (each): Ripe Olive, Green Pepper, Red Onion, Mushroom	\$2.50	\$0.00
	Specialty Stations		
	Antique Popcorn Cart (Attendant recommended. Service includes popcorn, oil, salt, bags, napkins and serving utensils. Serves 200 2oz bags. Requires 110v, 15amp electrical service.)	\$250.00	\$0.00
	Additional Popcorn Kits (36 per case)	\$100.00	\$0.00
	Cookie Baking Station (service includes table top baking oven, 275 cookie dough pucks, napkins and serving utensils. Requires 110v, 15amp electrical service.)	\$350.00	\$0.00
	Additional Case of Cookie Dough	\$300.00	\$0.00
	Ice**		
	20 lb. bag	\$10.00	\$0.00
	Concessions Vouchers		
	\$5.00 Voucher - Redeemable at any IEC Concessions stand. Customized logo available.	\$5.00	\$0.00
	Sub-total		\$0.00
	21% Catering Supplemental Fee		\$0.00
	Late Fee		\$0.00
	Food and Beverage Total		\$0.00

*Please contact us directly for exact lunch order. Call (515) 564-8140. **Container not provided.



Iowa Events Center Exhibitor Services Order Form

Are you submitting your order 10 business days prior to move in?

Yes No

Qty	Electrical Service	Early Bird	Standard	Amount Due
	120 Volt - Duplex outlet (up to 1000 watts)	\$70.00	\$95.00	\$0.00
	208 Volt - Single Phase 30 amp (price includes standard installation)	\$125.00	\$150.00	\$0.00
	208 Volt - Single Phase 50 amp (price includes standard installation)	\$175.00	\$250.00	\$0.00
	208 Volt - Three Phase 30 amp (price includes standard installation)	\$250.00	\$300.00	\$0.00
	Extension Cord Rental	\$25.00		\$0.00
	Power Strip Rental	\$25.00		\$0.00
	Electrician Hourly Rate	\$80.00		\$0.00
Water and Natural Gas Service				
	Water Service 1/2 NPT Female Feed w/shutoff	\$100.00	\$125.00	\$0.00
	Water Service One Time Fill 0-10 Gallons	\$75.00	\$100.00	\$0.00
	Water Service One Time Fill 11-100 Gallons	\$100.00	\$125.00	\$0.00
	Natural Gas (per connection)	\$125.00	\$175.00	\$0.00
Phone and Internet Service				
	Single Line Telephone - Voice Service (Handset included)	\$150.00	\$200.00	\$0.00
	Single Line Telephone - Data Service (FAX, Credit Card Machine, etc)	\$150.00	\$200.00	\$0.00
	ISDN	\$250.00	\$300.00	\$0.00
	Wired Internet Connection*	\$200.00	\$275.00	\$0.00
	Additional Wired Internet Connection*	\$80.00	\$100.00	\$0.00
	Wireless Connection**	\$100.00	\$175.00	\$0.00
	Each Additional Wireless Connection**	\$80.00	\$100.00	\$0.00
	Technical Support Hourly Rate	\$80.00		\$0.00
	Total Services			\$0.00
	Grand Total (Catering + Services)			\$0.00

* Computer must have ethernet port

** Computer must have wireless card

Don't see what you need? No problem! Please contact us directly for products or services that are not listed above!

Return these forms and payment to:
Iowa Events Center Exhibitor Services
730 Third Street
Des Moines, IA 50309
Fax: (515) 564-8140

For more information on Food and Beverage options, contact:
(515) 564-8079
catering@iowaeventscenter.com

Additional Contact Information:
exhibitorservices@iowaeventscenter.com
www.iowaeventscenter.com
(515) 564-8036