

Iowa Annual Conference Session 2019 Commercial Display Booths

Conference Theme: “Creating Difference Makers: Ministry with the Poor”

Our Conference is allowing commercial displays and services at its annual state-wide meeting in Des Moines, Iowa. All displays have to be approved by the Annual Conference Sessions Committee.

Attendees: Approximately 800 lay members and 800 clergy members representing approximately 783 churches with membership of approximately 168,000 persons across the state.

Dates: June 8-11, 2019 (Saturday-Tuesday)

Displays may be set up from 8:00 a.m.– 5:00 p.m. Friday, June 7. A supervisor from the Iowa Events Center will be present to answer questions at that time. You may also set up beginning at 8:00 a.m. on June 8th or 9th; however, a supervisor may not be available.

The Conference convenes at 9:00 a.m. on Saturday, June 8, and is scheduled to adjourn on Tuesday, June 11, at 4:00 p.m. Removal of displays **MUST** be completed by 5:00 p.m. on June 11. Please be sure you have packed up all of your items, as **anything left behind will be discarded** by the Events Center.

Location:

Iowa Events Center, Hy-Vee Hall A, located at 730 Third Street in downtown Des Moines. Loading and unloading is done at the dock on the west side of the building (see enclosed map). Utility carts will be available at the loading dock. Please return the utility carts immediately after unloading them so others can use them.

Cost:

10' x 10' space rents for \$250/4 days. Pipe and drape may not be moved to alter the size of the space. If you need a space larger than 10 x 10, you may request to rent 2 spaces.

Set-up:

Metal, tubular framing, cloth draped backdrop and side rails, 6' x 30" skirted (but not covered) table, sign with name, and two chairs are provided. Extra tables are \$18.50 each for the session. Extra chairs are free.

Deadline:

All display requests AND payment **must be received no later than** Tuesday, May 7, 2019. There will be no exceptions to this deadline.

Food and Beverages:

The contract that Iowa Events Center (Hy-Vee Hall) has with food vendors prohibits ANY food, beverages or candies/mints from being distributed from our display booths. You could face a fine from Iowa Events Center if you disregard this policy.

Materials:

No flammable materials such as foam insulation or open flames may be used in displays. Candles are NOT allowed. Nothing may be pinned or attached to the draping. Do not use tape on chairs, tables, walls, windows, etc.

Electrical outlets:

If you order electricity, two outlets will be made available to you. You cannot use the wall or the pillar outlets.

Location requests:

Requests for a specific display booth location will be accommodated if possible but cannot be guaranteed.

We hope you can be a part of our Annual Conference Session in June. Please mail back the enclosed request form, along with your check, **to be received no later than** Tuesday, May 7.

Please contact me at deedee.sobotka@iaumc.org if you have any questions.

If you desire confirmation that your request has been received, please indicate that on your registration form and I will send you email confirmation.

PLEASE RETURN THIS FORM
COMMERCIAL DISPLAY

10' X 10' Space @ \$250/4 days

Ethernet @ \$200/4 days

Electricity @ \$40/4 days

Wireless connection (no charge)

Phone Line @ \$150/4 days

___ extra tables @ \$18.50/ea

Name of Company _____

Name of Contact Person _____

Address _____

Phone _____

E-mail Address _____

Please make check payable to: **Iowa Conference**

**Registration AND payment must be received no
later than Tuesday, May 7, 2019. Mail to:**

DeeDee Sobotka
Commercial Displays Coordinator
2301 Rittenhouse St.
Des Moines, IA 50321