

Event Decorators of Iowa
-since 2005-

301 SE 8th 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 New Official Decorating contractor for the upcoming 49th Annual Iowa Rural Water Association conference. The event is scheduled for February 19-29, 2024 at the Veterans Memorial Community Choice Convention Center meeting room level.

IRWA has provided the following with each 10' x 10' exhibit booth purchased:

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

The drapery color selected for use is black.

The room is carpeted for the comfort of your representative and attendees.

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru February 2, 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.



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Contact Information (Please Print)

Name	Date	Phone
Show	Company Name	
IRWA Annual 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 the 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 because 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	\$
5% 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 because of show site orders placed by your representative.



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Company Name		
Street Address		
City	State	Zip
Event or Show	Booth Number	
IRWA Annual Conference		

ADVANCE DISCOUNT UNTIL:

February 2, 2024

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	45.50	57.00		\$
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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		\$

Topped Only - Add \$10.00 each table

SKIRTED TABLES

30" HIGH (Skirted 3 Sides)

	Advance Discount	Standard	Quantity	
4' x 24" x 30"	\$48.00	\$64.00		\$
4' x 30" x 30"	48.00	64.00		\$
6' x 18" x 30"	56.50	71.75		\$
6' x 30" x 30"	56.50	71.75		\$
8' x 18" x 30"	70.00	83.50		\$
8' x 30" x 30"	70.00	83.50		\$
48" Round (Fully Skirted)	67.50	n/a		\$



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60" Round (Fully Skirted)	74.50	n/a		\$
30" Bistro Tables	32.25	44.75		
30" Cocktail /Bar height with spandex cover	48.75	58.25		

Choose Color: Black Blue Burgundy Gold Green

40" High	Advance Discount	Standard	Quantity	
4' x 24" x 40"	\$34.00	46.50		\$
4' x 30" x 40"	34.00	46.50		\$
6' x 18" x 40"	39.50	49.75		\$
6' x 30" x 40"	39.50	49.75		\$
8' x 18" x 40"	48.50	59.50		\$
8' x 30" x 40"	48.50	59.50		\$

Topped Only – Add \$10.00 each table

SKIRTED DISPLAY TABLES 40" High

(Skirted 3 Sides)	Advance Discount	Standard	Quantity	
4' x 24" x 40"	\$61.00	\$77.75		\$
4' x 30" x 40"	61.00	77.75		\$
6' x 18" x 40"	77.50	86.00		\$
6' x 30" x 40"	77.50	86.00		\$
8' x 18" x 40"	81.00	98.50		\$
8' x 30" x 40"	81.00	98.50		\$

Choose Color: Black Blue Burgundy Gold Green Red Silver White

FURNITURE AMOUNT TOTAL (Please enter amount on Policy Payment Form)	\$
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Material Handling Rate Schedule for:
IRWA 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 applicable to all other hours; Saturdays, Sundays, and all holidays. **Event Decorators of Iowa, Inc. is not responsible for any additional charge's exhibitors may incur due to scheduling or show site availability.**

1.) INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE: January 16 – February 16

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.	÷ 100	= total hundred weight at \$97.50 per hundred weights.
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Minimum charge is \$97.50 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.	÷ 100	= total hundred weight at \$93.50 per hundred weights.
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Minimum charge is \$93.50 per shipment	\$
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3.) OUTBOUND HANDLING AT EXHIBIT HALL FRIDAY OVERTIME

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.	÷ 100	= total hundred weight at \$108.50 per hundred weights.
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Minimum charge is \$108.50 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 because of such rerouting or handling.

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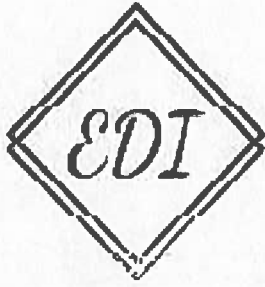
Shipping Instructions for:

IRWA Annual 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>Your company name:</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin: 5px 0;"></div> <div style="border: 1px solid black; padding: 2px; width: 100%; margin: 5px 0;">IRWA Conference</div> <p>c/o: Event Decorators of Iowa, Inc 301 SE 8th Street Des Moines, IA 50309</p>	<p>Show site Shipping Address – Setup Day Only</p> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; width: 100%; margin: 5px 0;">IRWA Conference</div> <p>c/o: Event Decorators of Iowa, Inc. Veterans Auditorium CCCC 833 5th Street Des Moines, IA 50309</p>



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

Company Name:	Available: January 16-February 16
Show Name:	Booth Number:
Number of Pieces:	Total Weight of Shipment:
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 because of such re-routing or handling.

REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW

Ship to individual/company:		
Shipping Address:		
City	State	Zip
Number of Pieces:	Total Weight of Shipment:	
Description:		

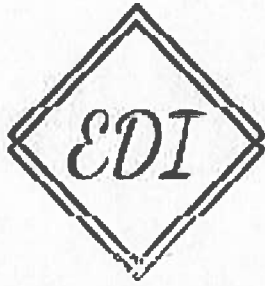
Forward via – (Check One)

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

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

<input type="checkbox"/> Other:
Name of Courier:

Company Name:	Phone Contact:



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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="text"/>	<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 experience.



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LABOR CONTINUED:

SPECIAL INSTRUCTIONS:

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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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