



## Event Decorators of Iowa, Inc.

*Redefining quality and service*

520 SE 4th 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 again been selected as the official decorating contractor for the upcoming Iowa Communications Alliance Annual Meeting and Expo at the Veterans Memorial Community Choice Credit Union Convention Center.

ICA has provide the following with each 10' x 10' exhibit booth:

- 8' high black back wall curtains
- 3' high black side curtains
- 1 one line identification sign
- 1 8' x 30" table skirted black
- 1 wastebasket
- 2 plastic folding chairs.

The room is not carpeted and preordering of floor coverings is strongly encouraged.

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru March 13, 2020  
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.



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520 SE 4<sup>th</sup> Street | Des Moines, IA 50309 | Phone: 515-237-8282 | Fax: 515-237-8283 | decorateiowa@aol.com

## Contact Information (Please Print)

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event or Show **IOWA COMMUNICATIONS ALLIANCE** Booth Number \_\_\_\_\_

### Payment Policy & Order Review

Your show contractor, Event Decorators of Iowa is pleased to provide the following services you may require from the attached packet.

Complete forms for services you are requesting. Advance discounted rates qualify if orders are received 10 days prior to show 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:

- 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.*
  - Master Card    Visa    American Express

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

**DELIVER RECEIPT AFTER EVENT BY:**  Email    Fax

Email or Fax # \_\_\_\_\_

Payment Total	
<b>Furniture</b>	\$ _____
<b>Material Handling</b>	\$ _____
<b>Subtotal</b>	\$ _____
<b>16% Building Tax</b>	\$ _____
<b>Due Iowa Events Center</b>	
<b>Subtotal</b>	\$ _____
<b>7% Sales Tax</b>	\$ _____
<b>Total Due</b>	\$ _____
<b>4% convenience fee</b>	
<b>Total due</b>	\$ _____
	\$ _____

**CANCELLATION POLICY:** If requested services have been provided prior to your notice to cancel, 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. Remaining balances, effective 30 days after invoice date a rebilling fee of 40.00 will be added to all invoices. All remaining balance after 60 days will be forwarded for collection.

***This form must be returned to process your request.  
Send completed form by email to decorateiowa@aol.com or by 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.*



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Event or Show **Iowa Communication Alliance** Booth Number \_\_\_\_\_

## ORDER DEADLINE FOR ADVANCE DISCOUNT RATE IS **March 13, 2020** Quality Furniture Rentals

Accessories	Advance Discount	Standard	Qty	
Chrome Bag Rack	\$ 28.75	\$ 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	18.00	23.00	_____	\$ _____
Raffle Drum Large	30.00	42.00	_____	\$ _____

Carpeting	Advance Discount	Standard	Qty	
10' x 10'	\$108.00	\$128.00	_____	\$ _____
10' x 20'	216.00	236.00	_____	\$ _____
10' x 30'	324.00	344.00	_____	\$ _____
10' x 40'	432.00	452.00	_____	\$ _____
10' x 50'	540.00	560.00	_____	\$ _____

Choose Color:  Blue  Burgundy  Gray  Hunter Green  Red

**Carpet Padding**  
 \_\_\_\_\_' x \_\_\_\_\_' (100 square foot minimum)  
 \$1.00 per square ft. \$1.30 per square ft. \$ \_\_\_\_\_

**Carpet Vacuum Service**  
 \_\_\_\_\_' x \_\_\_\_\_' = \_\_\_\_\_ square feet x \$0.25 sq. ft. x \_\_\_\_\_ day(s) = \$ \_\_\_\_\_

Chairs <i>Padded Seats and Backs</i>	Advance Discount	Standard	Qty	
Chrome Side Chair	\$ 14.00	\$ 20.00	_____	\$ _____
Choose Color: <input type="checkbox"/> Blue <input type="checkbox"/> Gray				
Chrome Arm Chair	22.00	28.00	_____	\$ _____
Choose Color: <input type="checkbox"/> Blue <input type="checkbox"/> Gray				
Chrome Bar Stool	36.50	43.75	_____	\$ _____
Choose Color: <input type="checkbox"/> Gray				

Cocktail Tables Plywood Top	Advance Discount	Standard	Qty	
30" Round x 30" High	27.00	38.50	_____	\$ _____
30" Round x 40" High	36.50	42.75	_____	\$ _____
White Cotton Linen	10.00	12.00	_____	\$ _____

Draperies (other than provided with booth equipment)	Advance Discount	Standard	Qty	
3' High	\$ 2.00 1ft	\$ 2.50 1ft	_____	\$ _____
8' High	4.00 1ft	6.00 1ft	_____	\$ _____
12' High	5.00 1ft	6.50 1ft	_____	\$ _____

Choose Color:  Black  Blue  Burgundy  Gold  Green  Red  
 Silver  White

Plain Tables 30" High	Advance Discount	Standard	Qty	
4' x 24" x 30"	\$22.00	\$29.50	_____	\$ _____
4' x 30" x 30"	22.00	29.50	_____	\$ _____
6' x 18" x 30"	27.50	38.25	_____	\$ _____
6' x 30" x 30"	27.50	38.25	_____	\$ _____
8' x 18" x 30"	32.00	47.50	_____	\$ _____
8' x 30" x 30"	32.00	47.50	_____	\$ _____
48" Round	41.50	54.50	_____	\$ _____

Plain Tables 40" High (counter height)	Advance Discount	Standard	Qty	
4' x 24" x 40"	\$34.00	\$43.50	_____	\$ _____
4' x 30" x 40"	34.00	43.50	_____	\$ _____
6' x 18" x 40"	37.50	53.75	_____	\$ _____
6' x 30" x 40"	37.50	53.75	_____	\$ _____
8' x 18" x 40"	46.50	62.50	_____	\$ _____
8' x 30" x 40"	46.50	62.50	_____	\$ _____

Topped Only - Add \$6.00 each table

Skirted Tables 30" High	Advance Discount	Skirted 3 Sides	Show Floor	Qty	
4' x 24" x 30"	\$52.50		\$68.75	_____	\$ _____
4' x 30" x 30"	52.50		68.75	_____	\$ _____
6' x 18" x 30"	59.75		77.25	_____	\$ _____
6' x 30" x 30"	63.75		77.25	_____	\$ _____
8' x 18" x 30"	74.50		88.00	_____	\$ _____
8' x 30" x 30"	74.50		88.00	_____	\$ _____
48" Round Fully Skirted	80.00		94.00	_____	\$ _____

Choose Color:  Black  Blue  Burgundy  Gold  Green  Red  
 Silver  White

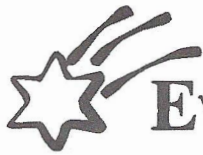
Skirted Display Tables 40" High (counter height)	Advance Discount	Skirted 3 Sides	Show Floor	Qty	
4' x 24" x 40"	\$67.50		\$79.75	_____	\$ _____
4' x 30" x 40"	67.50		79.75	_____	\$ _____
6' x 18" x 40"	76.75		89.25	_____	\$ _____
6' x 30" x 40"	76.75		89.25	_____	\$ _____
8' x 18" x 40"	88.00		99.50	_____	\$ _____
8' x 30" x 40"	88.00		99.50	_____	\$ _____

Choose Color:  Black  Blue  Burgundy  Gold  Green  Red  
 Silver  White

Other items available but not outlined, please phone for availability!

**Furniture Amount Total** \$ \_\_\_\_\_

Please enter amount on Policy Payment Form



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## Material Handling Rate Schedule for Iowa Communication Alliance

All items whether received through the Event Decorators of Iowa warehouses and/or at the show site must be moved into or out of the booth Monday-Friday 8 a.m. to 4:30 for straight time rates. Overtime rates to be applicable to all other hours, Saturdays, Sundays and all holidays. **Event Decorators of Iowa is not responsible for any additional charges exhibitors may incur due to scheduling or show site availability.**

### 1. INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE **February 20 - March 20**

Shipments 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.) \_\_\_\_\_ ÷ 100 = total hundred weight at \$84.50 per hundred weight.

Minimum charge is \$84.50 per shipment \$ \_\_\_\_\_.

OR

### 2. INBOUND HANDLING AT EXHIBIT HALL

Receipt of shipment of common freight and crated exhibits at the exhibit hall during installation period only, from outside carrier or owner's truck, unloading, delivery to booth, and any necessary handling of empty containers to and from storage. Rates are not based on roundtrip shipments.

Shipment weight (round to next 100 lbs.) \_\_\_\_\_ ÷ 100 = total hundred weight at \$77.00 per hundred weight straight time  
\$ \_\_\_\_\_.

If overtime is required add \$6.00 cwt. Minimum charge is \$77.00 per shipment \$ \_\_\_\_\_.

### 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.) \_\_\_\_\_ ÷ 100 = total hundred weight at \$77.75 per hundred weight  
\$ \_\_\_\_\_.

Minimum charge is \$77.00 per shipment \$ \_\_\_\_\_.

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 is not responsible for shipments left in a 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 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 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 Amount Total** \$ \_\_\_\_\_

**Please enter amount on Policy Payment Form**



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## Shipping Instructions for Iowa Communication Alliance

INSTRUCTIONS – All shipments MUST BE PREPAID and should be shipped to arrive not later than one week prior to initial installation date.

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments should be addressed to Event Decorators of Iowa as shown:

<b>Warehouse Shipping Address</b> TO: FOR: Iowa Communicaiton Alliance c/o: Event Decorators of Iowa, Inc. 520 SE 4th Street Des Moines, IA 50309	<b>Showsite Shipping Address</b> TO: FOR: Iowa Communication Alliance c/o: Event Decorators of Iowa, Inc. Iowa Communication Alliance 833 5th Ave Des Moines, IA 50309
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### Advance Show Shipments Thru Event Decorators of Iowa Warehouse

Company Name \_\_\_\_\_ Available **February 20 - March 20**

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 on 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 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 reserves the right to reroute such shipments where no disposition is provided, or material may be hauled to a warehouse pending advise 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 \_\_\_\_\_

Shipping Address \_\_\_\_\_

Shipping City \_\_\_\_\_ Shipping State \_\_\_\_\_ Shipping Zip \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_

Description \_\_\_\_\_

Forward via – (Check one)

Motor Freight    Moving Van    Air Freight    Federal Express    UPS    other \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Authorized by _____	Date _____
Company Name _____	Phone Contact _____

**RUSH EXHIBIT FREIGHT**

FROM \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_  
ZIP CODE \_\_\_\_\_

EXHIBITOR \_\_\_\_\_  
BOOTH # \_\_\_\_\_  
C/O EVENT DECORATORS OF IOWA, INC  
Iowa Communication Alliance  
520 SE 4TH STREET  
DES MOINES, IA 50309

Piece # \_\_\_\_\_ of \_\_\_\_\_ total pieces

**RUSH EXHIBIT FREIGHT**

FROM \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_  
ZIP CODE \_\_\_\_\_

EXHIBITOR \_\_\_\_\_  
BOOTH # \_\_\_\_\_  
C/O EVENT DECORATORS OF IOWA, INC  
Iowa Communication Alliance  
520 SE 4TH STREET  
DES MOINES, IA 50309

Piece # \_\_\_\_\_ of \_\_\_\_\_ total pieces



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Event or Show Iowa Communication Alliance Booth Number \_\_\_\_\_

## 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)

### LABOR RATES:

ALL LABOR BEFORE 8:00 A.M. and after 4:30 P.M., and all hours on Saturdays, Sundays and Holidays will be charged at the overtime rate.

<input type="checkbox"/> <b>"O.K. TO PROCEED"</b> EXHIBITOR NEED NOT BE PRESENT We will proceed with your display set up 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 _____ # of workers <input type="checkbox"/> Plans attached. <input type="checkbox"/> Plans in cases # _____	<input type="checkbox"/> <b>"DO NOT PROCEED"</b> 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 workers on ____ / ____ / ____ a.m./p.m. Install & Dismantle _____ # of workers Representative _____
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Starting time can be guaranteed only where men 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 man requested unless 48-hour advance notice is provided. Speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

### SPECIAL INSTRUCTIONS:

\_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

INSTALL DATE START STOP OUT S.T. O.T.

DISMANTLE DATE START STOP OUT S.T. O.T.

\_\_\_\_\_

<b>Order Total</b> \$ _____ Please enter amount on Policy Payment Form
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