

## Booth details

### Booth equipment

#### *Regular booths:*

Each 8' x 10' booth will be set up with 8' high black back drape, and 3' high black side dividers.

#### *Premium booths on the Mezzanine:*

Each 10' x 10' booth will be set up with 8' high black back drape, and 3' high black side dividers. Booths (3-8) will only have 3' high black side drapes with open front and back entrances.

#### *Premium booths in the Exhibit Hall:*

These 8' x 10' booths are strategically placed to draw in attendees, and are set up with a 8' high black back drape, and 3' high black side drapes.

Standard 6'L x 30"H tables and Limerick® chairs by Herman Miller are available at a group rate if ordered through AIA Iowa's registration by August 19th. Any orders placed after August 19, 2024, must be coordinated with Freeman. Please contact AIA Iowa at (515) 244-7502 with any questions about the group rate.

Booths 300 sqft or less will receive an identification sign. Booths 300 sqft or larger will receive an identification sign upon request.

**Please note: All orders placed with Freeman will be subject to a 16% building fee from the Iowa Events Center. This taxable fee will be added to your total charges and is not reflected in your online order summary. Please call Exhibitor Support at (888) 508-5054 for a complete order total.**

### Exhibit hall carpet

All aisles and booths will be carpeted with existing facility carpet.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by August 26, 2024.

### Exhibitor move-in

Sunday, September 22, 2024      12:00 PM - 8:00 PM

### Exhibit hall hours

Monday, September 23, 2024      7:00 AM - 6:30 PM

Tuesday, September 24, 2024      7:45 AM - 11:30 AM

### Exhibitor move-out

Tuesday, September 24, 2024      11:30 AM - 4:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## Shipping and material handling

subject to change.

Exhibiting Company Name / Booth Number  
AIA Iowa Annual Convention 2024  
5570 NE 17th St  
C/O TForce Freight / Freeman  
Des Moines, IA 50313  
USA

### **Warehouse shipping information**

- Ship early to avoid delays and save money.
- The warehouse will be closed on September 2, 2024 in observance of Labor Day.
- Freeman will accept crated, boxed or skidded material beginning August 23, 2024 at the above address.
- Material arriving after September 16, 2024 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 PM
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

Exhibiting Company Name / Booth Number  
AIA Iowa Annual Convention 2024  
Iowa Events Center  
C/O Freeman  
730 3rd St  
Des Moines, IA 50309  
USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning September 22, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Service contractor contact information**

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

### **Exhibitor frequently asked questions**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

### **Exhibitor service hours**

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

subject to change.

## Pre-show checklist

### Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

### Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## During show checklist

### On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

## Move-out checklist

### Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by September 24, 2024 - 4:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by September 24, 2024 - 2:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.