



January 13, 2021

«Related_Individual_Related_First_Name» «Related_Individual_Related_Last_Name»
«Customer_Name» Booth #: «Booth_Number»
«Address_Line1»
«Address_City», «Address_State», «Address_Zip»

MOVE-IN INFORMATION

Expo Hours: Tuesday, Feb. 2 | 9:00 am - 4:00 pm
Wednesday, Feb. 3 | 9:00 am - 4:00 pm
Thursday, Feb. 4 | 9:00 am - 3:00 pm

See move-in maps for your move-in time. Move-in maps are also available at iowaagexpo.com. **If no letter is assigned to your specific booth number, you may move in on Monday, Feb. 1.** If a letter is assigned, please abide by the specific move-in time.

Note: Move-in/prep needs to be completed by 6:00 pm on Monday, Feb. 1. If special arrangements are needed, please call the Association at 515.223.5119.

Exhibitors may park equipment beginning Thursday, January 28 at Principal Park (10 blocks south on 3rd St.). NO Equipment can be parked north of the event center prior to Sunday, January 31. The Association is not responsible for equipment or trailers parked outdoors.

Equipment Staging will take place in the far north parking lot of the Convention Center on Sunday, January 31. Mobile equipment may be unloaded in this area and then driven to its respective building/floor.

Pressure Washing: Mobile pressure washing will be provided, weather permitting. It will be located in the far north parking lot from 9:30 am – 4:00 pm on Sunday, January 31 and 8:30 am – 3:00 pm on Monday, February 1.

Dock & Forklifting needs prior to Sunday: The expo site does not have a dock. Forklifts will not be available until Sunday at the expo site. For forklifting or dock needs prior to the expo, contact Remington at Star Equipment at 800.369.2215. They are located north of the Iowa Events Center at 1401 2nd Avenue. There will be a charge for these services.

Forklift Service: Forklift service will be provided onsite starting Sunday at no cost to exhibitors for parcels/equipment transported from company vehicles to the exhibitor's booth. The expo has the right to charge for excessive usage for positioning or assembling equipment. Freeman Decorating has the right to assess charges for parcels/equipment from common carriers.

Door Dimensions: Please note the restrictions on the floorplan maps.

Trailer Parking: NO trailer parking is allowed in the Convention Center north lot during the expo. Trailers may be brought into the lot beginning at 1:00 pm on Thursday for move-out, if space is available.

The expo will provide FREE offsite trailer parking at Principal Park. Go south on 3rd Street approximately 10 blocks from the Event Center.

Fuel Tanks & Batteries: The building rules state that vehicles are to have a minimal amount of fuel in their tanks. Larger tanks are allowed 5 gallons, while smaller tanks cannot exceed ¼ tank of fuel. In addition, all fuel caps must be taped and batteries disconnected.

Tire Cleaners: Only soap and water are permitted for cleaning tires. Other cleaners leave residue on the exhibit floor.

FREE Parking & Shuttle: The expo will provide free parking and shuttle service for attendees and exhibitors at Principal Park. Three shuttles will run between Wells Fargo Arena and Principal Park from 8:00 am - 5:00 pm on Tuesday and Wednesday, and 8:00 am - 3:30 pm on Thursday.

Move-out Schedule: Equipment may be parked at the Convention Center's far north parking lot until noon on Friday, February 5. The Iowa Events Center will charge for space after such time. **The Association will charge \$75 for any equipment that needs to be pulled to the north parking lot after the expo.** Equipment may be parked at Principal Park until Saturday evening.

Hotel: Go to iowaagexpo.com for a link to hotels.

Venue: Iowa Events Center | 730 3rd St. | Des Moines, IA 50309 | 515.564.8000

Freeman Decorating: A 6' skirted table and 2 folding chairs are provided with each exhibit space. If additional furnishings are needed, go to iowaagexpo.com and click the link under Exhibitor Resources or contact Freeman Decorating at 515.265.5601. **Take advantage of the EARLY BIRD DISCOUNT and order online before midnight Monday, December 28, 2021.**

Booth Electricity and Services: Booth electricity and services are ordered through the Iowa Events Center. The electrical order link is available at iowaagexpo.com under Exhibitor Resources, ELECTRIC ORDER FORM or contact Carrie Petersen with the Iowa Events Center at 515.564.8036. **Take advantage of the EARLY BIRD RATE and order online before midnight Thursday, January 21, 2021.**

REMINDER: FREE WIRELESS INTERNET IS PROVIDED BY THE IOWA AG EXPO.

8330 NW 54th Ave. | Johnston, IA 50131 | p 515.223.5119 | ineda.com | iowaagexpo.com