



## **2016 EXHIBITOR REQUIREMENTS**

**\*\*Please share this with your vendors prior to their arrival at the hotel.\*\***

**Hotel Representative: Mike Boehm: 515-457-2101**

**Fax: 515-223-2695**

**Email: [mike.boehm@jgh.com](mailto:mike.boehm@jgh.com)**

**Hotel Address:**

**Sheraton West Des Moines**

**1800 50<sup>th</sup> Street**

**West Des Moines, IA 50266**

### **VEHICLES IN EVENT SPACE** (includes trucks, cars, motorcycles, landscaping equipment, etc)

- Per Fire Code Regulations Vendors are responsible to disconnect batteries; fuel tanks must have no more than one gallon of fuel in them. Hotel staff cannot assist with disconnecting batteries, etc.
- Vendors are responsible to provide heavy-duty plastic to cover flooring under entire vehicle/equipment. No vehicles/equipment will be allowed in vendor space without the appropriate plastic.
- Vehicles (including tires) must be free of dirt, ice, snow etc.

### **ELECTRICAL / AV NEEDS**

- Electrical requirements must be arranged with the hotel at least one week prior to exhibitor set up date. A Vendor Utility Form (including credit card for payment) must accompany all electrical orders
- Cost for Electrical Connections: Please refer to the vendor information provided by the Group Contact; some basic electrical connections may be included in the Vendor fees charged by the Group. Vendors are responsible for all electrical costs not covered by the Group.
- Hi-speed Internet and other AV Equipment are available for rent, please contact the hotel representative for pricing and availability. Arrangements must be made at least one week prior to set up date.

### **SET UP AND TEAR DOWN**

- Refer to the vendor information provided by the Group Contact for specific set up and tear down times.

### **SHIPPING & RECEIVING**

- All incoming packages should be clearly marked with the Event Name, Booth Name, On-Site Contact Person & Date of Event.
- Because there is limited storage, boxes can be accepted by the Hotel no more than 3 working days prior to your event set up day. A storage fee of \$3.00 per day, per box will be charged for any materials shipped earlier than (3) days prior to the set up day. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded.
- It is the Vendors responsibility to arrange for the shipping company of their choice to pick up items with in 24 hours of the close of show.
- **Any Item over 250 pounds must be delivered to a drayage company.**
- Please contact the hotel representative to discuss access limitations to event space and all incoming shipments.

### **PARKING LOT**

- Contact the hotel representative to confirm space availability in the hotel parking lot for vehicles or other equipment on display.
- Electrical hookups are not available in the hotel parking lot. If you need electrical in the parking lot please contact the hotel representative regarding rental of a generator.

### **MISCELLANEOUS**

- No outside Food and Beverage is allowed in event space. (exception to the rule: small candies at your exhibit booth/table are allowed)



**\*\*2016 Exhibitor Utility Service Order Form\*\***

**Dear Exhibitor, Please indicate below the service which you will require for the upcoming conference. We look forward to serving you. Thank you.**

Name of Conference	Exhibit Set-Up Date & Time	Booth Registered To
<b>Outlets:</b> (Current required for lights, motors, appliances, etc.)		
110 Volt, Single Phase	____ x ____ days @ \$	25.00/day = ____
208 Volt, Single Phase (30amp)	____ x ____ days @ \$	50.00/day = ____
208 Volt, Three Phase (50amp)	____ x ____ days @ \$	100.00/day = ____
- specific booth location required for 208 Volt Outlet		
Additional Power options available by Quote		= ____
<b>Audio Visual Equipment:</b> (Outlet Included where appropriate)		
High Speed Internet Connection	____ x ____ days @ \$25.00/day	= ____
32" Flat Screen TV & DVD Player with or without Cart	____ x ____ days @ \$225.00/day	= ____
6'x6' Screen	____ x ____ days @ \$	45.00/day = ____
Audio Visual Cart	____ x ____ days @ \$	20.00/day = ____
	<b>SUBTOTAL:</b>	____
	<b>6% Sales Tax:</b>	____
	<b>TOTAL:</b>	____
Additional Requirements and Instructions:		
_____		
_____		
_____		

**Shipping & Receiving:** All incoming packages should be clearly marked with the Booth Name, On-Site Contact Person & Date of Event. Because there is limited storage, boxes can be accepted by the Hotel no more than **3 working days** prior to your event set up day. A **storage fee of \$3.00 per day, per box** will be charged to the credit card on this form for any materials shipped earlier than (3) days prior to the set up day. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any Item over 250 pounds must be delivered to a drayage company.

All utility service orders must be received by the hotel no later than one week before set up date. All charges will be billed on your credit card. **NO ORDERS WILL BE PROCESSED WITHOUT FORM OF PAYMENT!**

Firm: \_\_\_\_\_

Street: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person(s) Working the Booth: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Card (Please Circle): MC VS DC AX DIS CB

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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Credit will not be given for services ordered and installed, but not used. Building wall and floor outlets are not part of the booth space and are not to be used by the exhibitors unless specified otherwise. Customer is responsible for loss or damage to personal property. Any type of motorized equipment or vehicle must receive permission from the hotel before being brought into the facility.

Hotel Sales Office Fax # 515-223-2695