



**IOWA EVENTS CENTER**  
 Wells Fargo Arena | EMC Expo Center  
 Community Choice Convention Center

730 Third Street  
 Des Moines, IA 50309  
 T: 515.564.8000 F: 515.564.8001

## SHIPPING INSTRUCTIONS FOR THE IOWA EVENTS CENTER

### *Iowa League of Cities – September 16-19, 2025*

- The Iowa Events Center accepts freight and materials up to 2 days prior to your contracted move-in date.
- Freight being delivered in advance without notice has the potential of not being accepted.
- **All materials, equipment, or freight sent to the Iowa Events Center MUST be clearly marked with the following information on each package to guarantee appropriate delivery:**

**Iowa Events Center**  
**Attn: Iowa League of Cities/September 16-19, 2025**  
**Exhibitor Company Name**  
**730 Third Street**  
**Des Moines, IA 50309**

- Iowa Events Center does not take responsibility for incomplete, mislabeled shipments, un-packing, opening of crates, disposal, loss, or damage of the property, unlabeled shipments or non-pickups for outgoing shipments.
- The exhibitor must bring their own return labels and attach to all boxes/packages.
- All arrangements for return shipment pickups must be made with your company and your desired carrier.
- All items to be shipped out of the Iowa Events Center must have a scheduled pickup within 24 hours after the contracted event end date. Please use the below pickup address:

Iowa Events Center  
 730 Third Street  
 Des Moines, IA 50309

- Forklift Transportation: This is available for \$37.45 per hour (4 hour minimum). This must be arranged 10 business days prior to move in by emailing [Carrie.Petersen@oakviewgroup.com](mailto:Carrie.Petersen@oakviewgroup.com). Price subject to change.

## CREDIT CARD AUTHORIZATION

*Please fax this form to our secure fax line: (515) 564-8008.*

I authorize use of the below credit card for the following exhibitor services:

Number of Incoming Shipments	Per Package	Total
	\$35.00	

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ONSITE CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_ AUTHORIZED SIGNER: \_\_\_\_\_

EMAIL ADDRESS FOR RECEIPT: \_\_\_\_\_

TYPE OF CARD (Check one):

VISA     American Express     Master Card     Discover

NAME ON CREDIT CARD: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CODE: \_\_\_\_\_

ZIP CODE FOR BILLING ADDRESS: \_\_\_\_\_



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## Exhibitor Shipments

- **Exhibitor Shipments:** Can be accepted 2 days prior to your contracted move-in days. The cost is \$35 per package. This includes the receiving, storing, and delivery to booth, as well as the transportation to the location within our building for outgoing shipments, if properly packaged, labeled, and called into desired carrier. All arrangements and labels must be done/provided by the exhibitor.
- **Shipment Payment:** Exhibitor is required to pay prior to delivery of the shipment(s) to the booth.
- **Forklift Transportation:** This is available for \$37.45 per hour (4 hour minimum). This can be to or from an exhibitor booth. Price subject to change.
- **Pallet Removal:** Available at \$10.00 per pallet. Price subject to change.