



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

730 3rd Street | Des Moines, IA 50309
T: 515.564.8000 F: 515.564.8001

Exhibitor Services Price Sheet

Event Name – Iowa League of Cities

Services Included in Booth Package: Wireless Internet

Services below can be ordered through the Iowa Events Center Exhibitor Services online order form through the below link.
<https://www.iowaeventscenter.com/convention-center/eventstickets/exhibit>

Prices listed below are subject to change.

	Advanced Pricing	Within 30 Days Prior to Load In/Onsite
Basic 120v Power Services		
120v	\$100.00	\$125.00
Power Strip	\$30.00	\$30.00
Additional Extension Cord	\$30.00	\$30.00
Electrician *Selected if exhibitor has specific instructions on electric placements.	\$95.00 per hour	\$125.00 per hour *Onsite
Advanced 120v Power Services – NEMA # Required		
120v 30amp	\$130.00	\$155.00
120v 50amp	\$220.00	\$245.00
208v Single Phase Power – NEMA # Required		
208v single phase 15amp	\$140.00	\$210.00
208v single phase 20amp	\$160.00	\$230.00
208v single phase 30 amp	\$200.00	\$270.00
208v single phase 50amp	\$260.00	\$330.00
208v single phase 60amp	\$320.00	\$390.00
208v single phase 100amp	\$380.00	\$450.00
208v Three Phase Power – NEMA # Required		
208v three phase 20amp	\$275.00	\$330.00
208v three phase 30amp	\$290.00	\$345.00
208v three phase 50amp	\$485.00	\$560.00
208v three phase 60amp	\$500.00	\$570.00
208v three phase 100amp	\$560.00	\$640.00
For any different amp requests, please contact Carrie.Petersen@oakviewgroup.com to request a quote.		



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	Advanced Pricing	Within 30 Days Prior to Load In/Onsite
Internet/Phone Services		
Wired Internet Connection	\$200.00	\$275.00
Wireless Internet	\$100.00	\$175.00
Phone Line	\$150.00	\$200.00
IT Technician	\$80.00	\$80.00

Audio Visual Services		
Audio Visual services are available for vendors to rent by contacting Carrie.Petersen@oakviewgroup.com and we will connect you with our in-house audio visual provider, Markeys. Pricing is available upon request.		

	Advanced Pricing	Within 30 Days Prior to Load In/Onsite
Furniture		
8'x30" Table (Bare)	\$10.00	\$15.00
5'x18" Table (Bare)	\$10.00	\$15.00
Cocktail Table (Bare)	\$10.00	\$15.00
Black Linen	\$10.00	\$10.00
Black Barstool	\$15.00	\$20.00

	Advanced Pricing	Within 30 Days Prior to Load In/Onsite
Booth Services –The below services must be requested by email 10 business days prior to move in to Carrie.Petersen@oakviewgroup.com.		
Booth Cleaning (includes daily vacuum, trash removal within the booth)	\$5.00 Each Day of Event	\$10.00 Each Day of Event
General Display Labor	\$37.45 Hourly Rate (4 Hour Minimum)	\$37.45 Hourly Rate (4 Hour Minimum)
Forklift Driver	\$37.45 Hourly Rate (4 Hour Minimum)	\$37.45 Hourly Rate (4 Hour Minimum)



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Advanced Pricing		Within 30 Days Prior to Load In/Onsite
Natural Gas/Water/Compressed Air Services		
Natural Gas Service	\$125.00	\$175.00
Water Service (0-10 gallons)	\$75.00	\$100.00
Water Service (11-100 gallons)	\$100.00	\$125.00
Water Service (1/2 NPT Female Fee with Shutoff)	\$100.00	\$125.00
Compressed Air	\$125.00	\$175.00

**Natural Gas in not available in Hall A.*

**The above water in this category is not for consumption.*

Advanced Pricing		Within 10 Days Prior to Load In/Onsite
Food & Beverage Services*		
Handwashing Station	\$25.00	\$25.00
Handwashing Station Refill	\$15.00 each day	\$15.00 each day
Dry Storage	\$40.00 per day/per pallet	\$40.00 per day/per pallet
Freezer Storage	\$40.00 per day/per pallet	\$40.00 per day/per pallet
Refrigerator Storage	\$40.00 per day/per pallet	\$40.00 per day/per pallet
20 lb. Bag of Ice	\$12.00	\$12.00
Beverages*		
Freshly Brewed Coffee (Gallon)	\$50.00 (Java House)/\$40.00 (House)	\$50 (Java House)/\$40 (House)
Water Station (5 Gallons)	\$40.00	\$40
Water Station Refill	\$25.00	\$25
Water/Coke/Diet Coke/ Sprite (Individual Sized)	\$5.00	\$5.00
Meals to Go*		
Boxed Lunch (Variety of Kinds)	\$18.00	***
Lunch Cookies (3)	\$3.00	\$3.00
14" Pizza (8 Slices)	\$25.00	***
Concession Vouchers	Available in \$5 or \$10 Increments	



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	Advanced Pricing	Within 30 Days Prior to Load In/Onsite
Booth Enhancements*		
Cookie Baking Station	\$375.00	***
Additional Case of Cookie Dough	\$325.00	***
Double Fudge Brownies (Dozen)	\$40.00	***
Café Cookies (Dozen)	\$35.00	***
Antique Popcorn Cart	\$300.00	***
Additional Popcorn Kits	\$150.00	***
Popcorn Cart Attendant	\$25.00	***
Hard Candy (Half Dozen)	\$1.50 (Half Dozen), \$3.00 (Dozen)	***
Fun-Size Candy Bars	\$7.50 (Half Dozen), \$15 (Dozen)	***

*Additional Food and Beverage options are available for vendors to purchase by inquiring with the Catering Sales Manager for the event or reaching out to Exhibitor Services Coordinator, Carrie Petersen at Carrie.Petersen@oakviewgroup.com.



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Iowa Events Center Exhibitor Policies and Procedures

FOOD SAMPLES -- Food and beverage samples must not be greater than 3 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Client. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor. Exhibitors are responsible for complying with all Polk County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth. Please reach out to Carrie.Petersen@oakviewgroup.com if you are inquiring about having food samples and we will connect you with a Catering Sales Manager.

HANGING SIGNS -- Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the IEC. The IEC graphic, signs or advertising displays may not be blocked in any manner. All Exhibitor 2D and 3D Banners and Signs must be installed and removed by the Iowa Events Center and requests must be submitted to Carrie.Petersen@oakviewgroup.com at the Iowa Events Center 15 business days prior to the event move in date. Quotes and more information will be provided upon request and payment will be required prior to installation. More information on page 8-9 of this Exhibitor Packet.

HELIUM BALLOONS -- Distribution of helium balloons in the IEC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from the hall before the guests enter.

VEHICLES ON DISPLAY -- Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels, which are placed on display inside the IEC shall have no more than 1/5 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

Please contact our Exhibitor Services Coordinator, Carrie Petersen if you have any questions
(515-564-8018 or Carrie.Petersen@oakviewgroup.com).



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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.



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SHIPPING INSTRUCTIONS FOR THE IOWA EVENTS CENTER

Iowa League of Cities – September 16-19, 2025

- 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.
- Exhibitor must bring their own return labels and attach to all boxes/packages.
- All arrangements for return shipment pickups must be made by exhibitor and with 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.
- 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. 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 Sign Hanging

- If your event has exhibitors that will have 2-D or 3-D signs to hang above their booth, please contact the Iowa Events Center.
- The Iowa Events Center is responsible for installation of all hanging equipment, truss, and signs. The placement of all signs shall be determined by the Iowa Events Center to ensure placement on our rigging grid.
- All banner/sign hanging requests must be submitted to Carrie Petersen (Carrie.Petersen@oakviewgroup.com) at the Iowa Events Center at a pre-determined date prior to the event.
- Assembly of signs must be arranged and done prior to sign hanging. Assembly and disassembly can be hired by the Iowa Events Center but labor must be requested 10 business days prior to the event.
- Materials necessary to hang the sign must be detailed in the request form and should be supplied by the exhibitor. If not supplied by the exhibitor, this will be an additional expense to the quote.
- Exhibitor must provide the sign hanging request form along with a Rendering (picture of detailed front view and side views, including height/width/dimensions) and exact positioning of the sign in relation to surrounding booths in order to have a quote completed:



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EXHIBITOR SIGN HANGING REQUEST

EVENT: _____

COMPANY NAME: _____ **BOOTH #:** _____

ONSITE CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: () _____ - _____

TYPE OF SIGN:

- CLOTH BANNER
- METAL
- WOOD
- OTHER _____

SHAPE OF SIGN:

- SQUARE
- TRIANGLE
- RECTANGLE
- OTHER _____

SIZE OF SIGN:

HEIGHT: _____

LENGTH: _____

WIDTH: _____

WEIGHT: _____

HOW MANY RIG POINTS ARE NEEDED FOR HANGING THE SIGN:

APPROVED TRIM HEIGHT FOR EVENT:

IF A 2-D BANNER, DOES YOUR SIGN HAVE POLE POCKETS? _____

***Please note pole pockets typically help to reduce the risk of wrinkles.**

Please initial for confirmation of this disclaimer: _____

MATERIALS PROVIDED WITH SIGN BY EXHIBITOR (I.E. CABLES, CLAMPS):

IF NOT PROVIDED BY EXHIBITOR, WHAT MATERIALS WILL BE NEEDED TO HANG THE SIGN?

- **Please note: if materials are not provided with the sign, this will be an additional expense included within the quote.**



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EXHIBITOR SIGN HANGING REQUEST CONTINUED...

DOES YOUR SIGN REQUIRE:

- ELECTRICITY

Please note: electricity is an additional service to order through the Iowa Events Center.

DOES YOUR SIGN REQUIRE:

- ASSEMBLY

IF YES, WHO WILL YOU HAVE ASSEMBLE THE SIGN TO PREPARE FOR RIGGING?

- PLEASE NOTE: Assembly is not included and is not available through the Iowa Events Center. Assembly arrangements will need to be made separately to guarantee sign is ready for rigging and assembly will need to be done prior to exhibitor move in.

ASSEMBLY COMPANY NAME: _____

ASSEMBLY CONTACT NAME: _____

ASSEMBLY CONTACT PHONE NUMBER: _____

ASSEMBLY CONTACT EMAIL ADDRESS: _____

ESTIMATED TIME FOR ASSEMBLY TO BE COMPLETE: _____

EXHIBITOR MUST FORWARD THE FOLLOWING INFORMATION TO HAVE A QUOTE COMPLETED:

- RENDERING (PICTURE OF DETAILED FRONT AND SIDE VIEWS)
- FOOTPRINT DRAWING (TOP-DOWN LINE DRAWING OF SIGN)
- THE EXACT POSITIONING OF THE SIGN IN RELATION TO SURROUNDING BOOTHS

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PLEASE EMAIL THE COMPLETED SIGN HANGING REQUEST FORM AND REQUESTED DIAGRAMS/PICTURES TO CARRIE PETERSEN, EXHIBITOR SERVICES COORDINATOR AT THE IOWA EVENTS CENTER (CARRIE.PETERSEN@OAKVIEWGROUP.COM).