



2011 EXHIBITOR REQUIREMENTS

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

Hotel Representative: Bryan Easter, Executive Meeting Manager
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Hotel Address: Sheraton West Des Moines
1800 50th 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)