



2018 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@sheratonwestdesmoines.com

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 / INTERNET / 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.
- Wireless Internet Access: Please refer to the vendor information provided by the Group Contact; some basic internet access may be included in the Vendor fees charged by the Group. Vendors are responsible for all internet 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 within 24 hours of the close of show.
- **Any item over 250 pounds must be delivered to a drayage company for delivery to the hotel and unloading of the item.**
- 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)



****2018 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 _____
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Outlets: (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 _____ = _____

Audio Visual Equipment: (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 = _____

8' x 8' Screen _____ x _____ days @ \$55.00/day = _____

Audio Visual Cart _____ x _____ days @ \$25.00/day = _____

SUBTOTAL: _____

6% Sales Tax: _____

TOTAL: _____

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 \$4.00 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