



Exhibitor Information

Once booths are sold out, a booth map is provided and posted on the event website. Here's some important information you'll want to know:

Set-Up	<p>Wednesday, April 2 – Between 6:00 PM & 10:00 PM Thursday, April 3 – Between 6:30 AM and 8:00 AM (<i>latest</i>)</p> <p>Each 8' x 8' booth includes a 6 ft. covered table, (2) chairs, (1) wastebasket, electrical service if indicated in registration, and WIFI.</p> <p>Items for outside display (south parking lot) may be brought after 1:00 PM Wednesday, April 2. Your on-site contact is Ron Wiese 515-473-0674.</p>
Shipments	<p>Any equipment shipped to the hotel in advance must include the following info on the outside: Company name, APWA Conference - April 3, booth number, and on-site contact. Boxes can be accepted by the hotel no more than 3 working days prior to the event. Vendor is responsible for arranging shipment /removal of items within 24 hours of the close of the conference. Any items over 250 pounds must be delivered to a drayage company and brought to the hotel on a truck with a liftgate. Please contact the hotel with any issues:</p> <p style="text-align: center;">Sheraton West Des Moines 1800 50th Street West Des Moines, IA 50266 Hotel Representative: Natasha Foster: 515-457-2110 Natasha.foster@atriumhospitality.com</p>
Display Hours	Thursday, April 3 from 8:00 AM – 5:30 PM (<i>No breakdown prior to 5:30</i>)
Lunch	Vendors will eat lunch AFTER the attendees are back in their sessions (around 1 PM). This will provide maximum face time with the attendees at your booths and facilitate seating.



*Attendees will be encouraged to visit every area of the Exhibition Hall to qualify to win door prizes. **Bring some swag for door prizes to promote your company!** Give door prizes to staff at the check-in table or display it in your booth and turn it in at the end of day Thursday to the APWA table. Please identify your door prize with your organization's name. Door prizes will be handed out after the last session on Friday.*



More Face Time With Attendees! At the conclusion of the scheduled presentations on Thursday, there will be a time **specifically for vendors and attendees to socialize in the exhibit hall**. Vendors may use their drink tickets in their name badge holders during this time.

****Breaking down exhibitor booths on Thursday is not allowed until after 5:30PM.****

Vendor & Social Time	Thursday, April 3 from 4:30 PM – 5:30 PM
Tear-down	Thursday, April 3 from 5:30 PM – 9:00 PM (<i>No breakdown prior to 5:30!</i>)

Rube's Steakhouse – Each exhibitor ticket includes 2 Rube's tickets. If you need additional Rube's tickets for additional reps or guests, you may purchase them at Rube's using check or cash.

Any questions regarding exhibitor booths or sponsorships? Please contact Kimberly.pinegar@wdm.iowa.gov.