



IOWA EVENTS CENTER
Casey's Center | 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

APWA Iowa Chapter Spring Conference – March 25-27, 2026

- The Iowa Events Center accepts freight and materials up to 3 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: APWA Iowa Chapter Spring Conference/March 25-27, 2026**
 - 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 and disposal, loss, or damage of the property.
- The event/exhibitor must bring their own return labels and attach to all boxes/packages. The Iowa Events Center does not provide return labels.
- 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
- The Iowa Events Center does not take responsibility for incomplete, mislabeled, or unlabeled shipments, non-pickups, loss, or damage of the property.

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: _____