



IOWA POWER FARMING SHOW

January 31 - February 2, 2017

Iowa-Nebraska Equipment Dealers Association

8330 NW54th Ave. | Johnston, IA 50131-2841

515-223-5119 | f 515-223-7832

iowapowershow@ineda.com | iowapowershow.com

January 4, 2017

Booth #: «Booth»

«Fname» «Lname»

«Org_Name_1»

«Mail_Address»

«City», «State» «Mail_Zip»

MOVE-IN INFORMATION

Show Hours	Tuesday, Jan. 31	9:00 a.m. - 4:00 p.m.
	Wednesday, Feb. 1	9:00 a.m. - 4:00 p.m.
	Thursday, Feb. 2	9:00 a.m. - 3:00 p.m.

See move-in maps for your move-in time. Move-in maps are also available at iowapowershow.com. **If no alpha letter is assigned to your booth number, you may move in on Monday, January 30.** Please review the attached floor plan for your specific move-in time.

Note: Move-in/prep needs to be completed by 6:00 p.m. on Monday, January 30.

If special arrangements are needed, please call the Association at 515-223-5119.

Equipment Staging: will take place in the far north parking lot of the Convention Center. Mobile equipment may be unloaded in this area and then driven to its respective building/floor. **Equipment may be parked in this lot prior to the show. However, the Iowa Events Center will charge for space used per day for equipment staged prior to Sunday.**

Exhibitors may park equipment **AT NO COST** beginning Thursday, January 26 at Principal Park (10 blocks south on 3rd St.). The Association is not responsible for equipment or trailers parked outdoors.

NOTE: The construction of a new motel southwest of Hy-Vee Hall will cause additional move-in issues with partial street closures south of Hy-Vee Hall.

Pressure Washing: Mobile pressure washing will be provided, weather permitting. It will be located in the far north parking lot from 9:30 a.m. – 4:00 p.m. on Sunday, January 29 and 8:30 a.m. – 3:00 p.m. on Monday, January 30.

Dock & Forklifting needs prior to Sunday: The show site does not have a dock. Forklifts will not be available until Sunday at the show site. For forklifting or dock needs prior to the show, contact Remington at Star Equipment at 800.369.2215. They are located north of the Iowa Events Center at 1401 2nd Avenue. There will be a charge for these services.

Forklift Service: Forklift service will be provided onsite starting Sunday at no cost to exhibitors for parcels/equipment transported from company vehicles to the exhibitor's booth. The show has the right to charge for excessive usage for positioning or assembling equipment. Freeman Decorating has the right to assess charges for parcels/equipment from common carriers.

Door Dimensions: Please note the restrictions on the floorplan maps.

Trailer Parking: **NO** trailer parking is allowed in the Convention Center north lot during the show. Trailers may be brought into the lot beginning at noon on Thursday for move-out.

The show will provide FREE offsite trailer parking at Principal Park. Go south on 3rd Street approximately 10 blocks from the Event Center.

Fuel Tanks & Batteries: The building rules state that vehicles are to have a minimal amount of fuel in their tanks. Larger tanks are allowed 5 gallons, while smaller tanks cannot exceed ¼ tank of fuel. In addition, all fuel caps must be taped and batteries disconnected.

Tire Cleaners: Only soap and water are permitted for cleaning tires. Other cleaners have left residue on the exhibit floor.

Hy-Vee Hall: All tires must be parked on mezz boards provided by the Iowa Events Center.

FREE Parking & Shuttle: The show will provide free parking and shuttle service for attendees and exhibitors at Principal Park. Three shuttles will run between Wells Fargo Arena's NW entrance and Principal Park from 8:00 a.m. – 5:00 p.m. on Tuesday and Wednesday, and 8:00 a.m. – 3:30 p.m. on Thursday.

Move-out schedule: Exhibitor move-out needs to be completed by 7:00 p.m. Thursday, February 2. Equipment may be parked at the Convention Center's far north parking lot until noon on Friday, February 3. **The Association will charge \$75 for any equipment that needs to be pulled to the north parking lot after the show.**

Hotel: Go to www.iowapowershow.com for a link to hotels.

Venue: Iowa Events Center | 730 3rd St. | Des Moines, IA 50309 | 515.564.8000

Freeman Decorating: A 6' skirted table and 2 folding chairs are provided with each exhibit space. If additional furnishings are needed, go to iowapowershow.com and click the link under Exhibitor Center or contact Freeman Decorating at 515.265.5601. **Order online before midnight January 9, 2017 and receive a 30% discount!**

Booth Electricity and Services: Booth electricity and services are ordered through the Iowa Events Center. The electrical order link is available at iowapowershow.com under Exhibitor Center, ELECTRIC ORDER FORM or contact Julie Swanson with the Iowa Events Center at 515.564.8036. **Take advantage of the EARLY BIRD RATE and order online before midnight January 17, 2017.**

REMINDER: FREE WIRELESS INTERNET IS PROVIDED BY THE SHOW.