

TO: Iowa League of Cities Conference Exhibitors
FROM: Doug Davis, Sr. Event Coordinator
RE: Decorating Services, Conference on September 23-25, 2009

Thank you for exhibiting at this year's expo! We have compiled the enclosed documents for your usage in preparing for the conference, which will take place at the RiverCenter Great Hall. Enclosed you will find:

- Directions and loading information sheet
- Downtown Area Map – (showing Great Hall Dock)
- Service Order Forms & Summary Sheet

Please review this information at your earliest convenience and return any order forms promptly. We must receive orders by September 14th in order to guarantee supply of the services that you need. In addition, any orders received later than this date will be subject to 'day of show' rates, which are significantly higher! REMEMBER: credit card orders may be faxed to us at 563 – 326 – 8505, which will guarantee receipt of order on the day you send it! If you require confirmation, please indicate so on your cover sheet.

If at any time you have questions about your order, or need additional information, please do not hesitate to call us at 563 – 326 – 8500. Please ask for me personally, and I will provide any assistance you may need.

For those of you who are taking advantage of our Material Handling services, please remember to ship your items so that they do not arrive earlier than September 14th. In addition, please be sure to make arrangements for pickup from the RiverCenter by September 26th. When you check in, you will receive 'empty tags' for any containers that you would like stored during the show. Please affix these to said containers and place in the aisle in front of your booth, and our staff will collect them. These containers will be returned to your booth within the first 15 minutes following the close of the show.

If you are ordering electrical service, and need more than a 'standard' 120volt, 20ampere service, please call and we will determine exactly what you need and provide a quotation for that service. In addition, if you have multiple booths and need power at specific locations within your spaces, please indicate this on your order or note that we need to contact you for special instructions.

We look forward to providing you with quality service during your stay with us. Again, welcome and thank you for participating in the 2009 League conference!

Sincerely,

Doug Davis
Encl: 7 pp.

EXHIBITOR INFORMATION

Directions:

From the West – Follow I-80 East to I-280 East (Bypass to Rock Island – Moline, IL). Take I-280 to the River Drive exit (approximately 6 miles), bear Left at end of ramp. Follow River Drive into Davenport. Once Downtown, you will pass the Rhythm City Casino Boat.

Turn Left (North) onto Pershing Street (2 blocks beyond casino). Proceed beyond 2nd Street. Dock will be on Left-Hand side beyond the Iowa-American Water Building.

From the East (Peoria) – Follow I-74 West through Moline, IL, and cross the Mississippi River.

Immediately beyond the bridge, exit at Grant Street /State Street Exit, keeping Left on the ramp. Ramp will cross first light and turn left at 2nd light (One Way Westbound). Follow Grant Street along river as it becomes River Drive into Davenport. Once into Downtown Davenport, you will pass under the Government Bridge access road. Turn Right (North) onto Pershing Street (2 blocks beyond bridge overpass). Proceed beyond 2nd Street. Dock will be on Left-Hand side beyond the Iowa-American Water Building.

From the East (Chicago) – Follow I-80 West to the interchange with I-74.

Follow Signs for I-74 West. Do not follow I-80. Take I-74 through Moline, IL, and cross the Mississippi River.

Immediately beyond the bridge, exit at Grant Street /State Street Exit, keeping Left on the ramp. Ramp will cross first light and turn left at 2nd light (One Way Westbound). Follow Grant Street along river as it becomes River Drive into Davenport. Once into Downtown Davenport, you will pass under the Government Bridge access road. Turn Right (North) onto Pershing Street (2 blocks beyond bridge overpass). Proceed beyond 2nd Street. Dock will be on Left-Hand side beyond the Iowa-American Water Building.

Dock Information:

If you are unloading materials from an auto or small truck, please use the dock ramp leading from Pershing Street into the Great Hall. Larger trucks may use the dock bays to the left of the ramp as they become available.

Please remain at the dock ONLY long enough to unload! Once finished, please move your vehicle to a streetside parking space, or to one of the hotel or City parking ramps near the facility.

Carts will be available at the dock to facilitate your move-in. Please return carts to the dock when you are finished loading into your booth space(s).

Check-In:

Exhibitor Check-In will be located immediately inside the dock, near the Great Hall entry doors. Please stop here upon arrival for check-in and exhibitor services.

RiverCenter/Adler Theatre

136 East Third Street
Davenport, Iowa 52801
563.326.8500 (Phone)
563.326.8505 (Fax)

2003 Iowa League of Cities Conference

September 23-25, 2009
Great River Hall

EXHIBITOR ORDERING INFORMATION

Enclosed you will find order forms for various services offered to exhibitors at the annual Conference on September 23- 25, 2009. If you will be ordering services, please be sure to return all applicable forms with payment by Sep. 14, 2009 in order to guarantee services and receive the lowest rate.

If you plan to utilize more than one of the services offered, you may use the order summary below in order to avoid repetitive entry of exhibitor, booth, and billing information.

Please call the RiverCenter if you have any questions regarding these services, or if you need help calculating rates. We can be reached on weekdays from 8AM until 5PM Central Time at 563 326 8500

Please return forms to the RiverCenter, attention **RCAT Decorating**, at the above address or fax number.

SERVICE ORDER SUMMARY

Please write the total order amount from each service form in the space below:

Booth Packages	\$ _____
Material Handling	\$ _____
Utilities	\$ _____
Telephone & Data	\$ _____

TOTAL OF SERVICES ORDERED: \$ _____

Exhibitor Name: _____		Booth Number(s): _____	
Authorized by: _____		Contact Phone: _____	
Credit Card # _____		Expiration _____	
OR Check # _____ (Please enclose and mail)			
Signature _____		Date _____	

RiverCenter/Adler Theatre136 East Third Street
Davenport, Iowa 52801

563.326.8500 (Phone)

563.326.8505 (Fax)

BOOTH PACKAGES

Thank you for participating in the Iowa League of Cities Conference! Please use this form to order **ADDITIONAL** booth furnishings from the RiverCenter.

Each 10'd x 10'w Standard Booth Package includes the following:

8' high back drape with 3' high side drape(s), in hunter green.

1 @ 8' x 30" x 30"h display table, with top and hunter green skirt.

2 tan plastic chairs & wastebasket (emptied nightly)

Vendor ID Sign, 7" x 40". **PLEASE INDICATE EXACT (all-cap) NAME TO BE**

PLACED ON SIGN: _____

(max. 48 characters incl. Spaces)

Additional Materials are available as follows. Please indicate quantity of each item desired.

Display Tables:

	Standard	Show
_____ 8' x 30" x 30", top & skirt *	\$ 22.00	\$ 30.00(same as std. Table above)
_____ 6' x 30" x 30", top & skirt *	\$ 20.00	\$ 28.00
_____ 8' x 18" x 30", top & skirt *	\$ 20.00	\$ 28.00
_____ 3' x 3' x 30", top & skirt	\$ 18.00	\$ 25.00
_____ 8' x 36" x 30", top & skirt	\$ 22.00	\$ 30.00

Also available at 42" Height. Indicate and add \$5.00 / table.

Seating:

	Standard	Show
_____ Tan Plastic Chair	\$ 3.00	\$ 5.00
_____ Wooden 30" Bar Stool	\$ 7.00	\$ 12.00
_____ Conference Swivel Armchair	\$ 25.00	\$ 35.00
_____ Sectional Lobby Couch, 30"	\$ 15.00	\$ 22.00
_____ Wooden Bench, 72"	\$ 18.00	\$ 25.00

Miscellaneous:

	Standard	Show
_____ Booth Carpet	\$ 40.00	\$ 50.00
_____ Tall Bistro Table, black	\$ 18.00	\$ 25.00
_____ Tripod Easel	\$ 15.00	\$ 22.00
_____ Flipchart Easel (1 pad)	\$ 32.00	\$ 48.00
_____ Extra Pad for Flipchart		\$ 18.00
_____ Belt Stanchion, black	\$ 10.00	\$ 15.00
_____ Additional Drapery, 3' or 8'	\$ 2.00 / ft	\$ 3.00 / ft.

Company Name: _____ Booth Location: _____

Authorized by: _____ Contact Phone: _____

Total Order Amount: \$ _____

Credit Card # _____ Expiration _____

OR Check # _____ (PAYABLE TO: RiverCenter / Adler Theatre)

Signature _____ Date _____

ORDER DEADLINE: September 14, 2009

Orders placed after this date will be charged at the 'Show' rate

River Center/Adler Theater
136 East Third Street
Davenport, Iowa 52801
563-326-8300
563-336-8505

IOWA LEAGUE OF CITIES
Sept. 23-25, 2009

MATERIAL HANDLING

As your official drayage provider, we would like to give you the following information. Please do not ship freight to the facility earlier than **September 1, 2009**. Exhibitors may not bring freight onto exhibit floor, personal and self-brought items ONLY!

ALL SHIPMENTS MUST BE PREPAID AND ADDRESSED IN THIS MANNER:

Iowa League of Cities Conference
(Your Company Name & Booth Number)
C/O RiverCenter
136 East Third Street, Pershing Dock
Davenport, IA 52801

DRAYAGE CHARGES INCLUDE THE FOLLOWING SERVICES:

- Receipt of and storage of shipments for up to FIVE days prior to move-in.
 - Handling of shipments to Exhibitor Booth Area.
 - Removal, storage, and return of marked empty containers during show.
 - Handling of shipments (if properly tagged and packaged) to Dock, including loading onto carrier's truck as needed.
- NOTE: RiverCenter is NOT responsible for making arrangements with carriers, payment for shipping, etc. Exhibitor is responsible for shipping labels, accurate bills of lading, and all other shipping arrangements.
- Freight not picked up by 5PM on **September 26, 2009**, will be force-shipped by RiverCenter at the sole expense of the vendor/recipient,

CALCULATING CHARGES:

TOTAL WEIGHT for all items to ship _____

Round UP to nearest 100 POUNDS _____

Divided by 100 = _____ (this is your multiplier).

(Multiplier) _____ x \$30.00 = (TOTAL DUE) \$ _____

MINIMUM CHARGE FOR DRAYAGE IS \$30.00 (100 # or less)

Exhibitor Name: _____ Booth Number: _____

Authorized by: _____ Contact Phone: _____

Credit Card # _____ Expiration _____

OR Check # _____ (Please mail with this form to the above address.)

Signature _____ Date _____

Credit Card Orders: You may FAX your order to 563-326-8505

RIVERCENTER/ADLER THEATRE

136 E. 3rd Street
Davenport, IA 52801

UTILITIES ORDER FORM

Phone: (563)326-8500
Fax: (563)326-8505

Name of Event IOWA LEAGUE OF CITIES Date of Event September 23 – 25, 2009 Booth No. _____
 Firm Name _____ Phone Number _____
 Contact Name _____ Fax Number _____
 Billing Address _____
 City/State _____ Zip Code _____

PAYMENT POLICY: To qualify for DISCOUNT RATES, your ADVANCE ORDER, must be received by September 14, 2009 (including fax transmissions). Orders received after deadline, without full payment, or orders placed at the show will be billed at STANDARD RATES. CREDIT CARD ORDERS MAY BE FAXED to 563 – 326 - 8505

REGULATIONS: You are responsible for furnishing a standard NEMA plug for your equipment hook-up, rated for the appropriate load, voltage, etc. Electrician will not be responsible for hard wiring vendor's equipment. For safety reasons, no multiple hook-ups are allowed. We reserve the right to refuse to hook-up equipment which is in need of repair or is determined to be unsafe. All equipment and cords must be listed and labeled by a nationally recognized standard testing laboratory (i.e. UL Approved) or have prior approval. We assume no liability for any damage to equipment. Any missing equipment will be charged to you at replacement cost. Wall and post outlets are NOT to be used by the exhibitor. Exhibitors found using power where no outlets have been ordered prior to the show are subject to one and one-half times the standard rate.

ELECTRICAL RATES:	<u>DISCOUNT RATES</u>	<u>STANDARD RATES</u>	<u>QUANTITY</u>	<u>TOTALS</u>
<u>ELECTRICAL HOOKUPS 120 VOLT SINGLE PHASE</u>				
3 DAY USAGE PER 20 AMP OUTLET	\$65.00	\$85.00	_____	_____
<u>ELECTRICAL HOOKUPS 120/208 VOLT TWO-POLE</u>				
3 DAY USAGE PER 30 AMP OUTLET	\$85.00	\$105.00	_____	_____
<u>ELECTRICAL HOOKUPS 120/208 VOLT THREE PHASE</u>				
3 DAY USAGE PER 30 AMP OUTLET	\$135.00	\$165.00	_____	_____

OTHER HOOKUPS: 120/208 Greater than 30Amps, 277/480 Volt, etc. **Please call for rates and details.**

CANCELLATION FEE IF SERVICE HAS BEEN INSTALLED IS: \$20.00 – 110V; \$30.00 – 220V single phase; \$40.00 – 220V three phase

ADDITIONAL SERVICES CAN BE QUOTED AT THE TIME OF REQUEST.

NOTES: IF you have multiple booths and/or hookups, please indicate location details (booth #, qty, etc) below:

WATER RATES: (Continuous) Service Outlet 1/2", at standard City of Davenport psi
 Customer to make connections from supply and drain to equipment. We do NOT supply hoses or connections.
 Water hoses supplying drinking or food preparation needs must be FDA approved.

Is water needed?	Yes	No (circle one)	<u>Discount rate</u> <u>Per day</u>	<u>Standard rate</u> <u>Per day</u>	<u>Quantity</u>	<u>Costs</u>
			\$60.00	\$95.00	_____	_____

COMPANY NAME/NAME ON CREDIT CARD _____ CREDIT CARD TYPE & NUMBER _____ EXPIRATION DATE _____
 CHECK NUMBER _____ SIGNATURE _____ DATE _____

DATE RECEIVED _____
 RECEIVED BY _____