

Exhibitors: Tips & Tricks

Hotels

Courtyard by Marriott

895 Golden Valley Drive
Bettendorf, IA 52722

Phone: (563) 355-3999

Expires: September 2

Rate: \$119

The Lodge Hotel

900 Spruce Hills Drive
Bettendorf, IA 52722

Phone: (563) 359-7141

Expires: August 23

Rate: \$90

Exhibitors may not stay in League blocks at other conference hotels.

Exhibit Hall Schedule

Wednesday - 8 a.m. to 5 p.m.

Exhibit Hall registration and setup

Wednesday - 6 p.m. to 8:30 p.m.

Welcome Reception in Exhibit Hall (exhibit hall open)

Thursday - 7:30 a.m. - 10:45 a.m.

Exhibit Hall open

- 7:30 a.m. to 8:45 a.m. - *Breakfast in Exhibit Hall*

- 10 a.m. to 10:45 a.m. - *Break in Exhibit Hall*

- 10:50 a.m. - *Tear down begins. Tearing down early will cause your company to be banned from future exhibit halls.*

Give Away and Gift Law

Remember Iowa's Ethic Gift Law prohibits gifts costing more than \$3 - this excludes the game prize but includes the in-booth freebies.

Name Badge

Your company name and "exhibitor" will only be on your name badge - your name will not appear. Please bring your personal company name badge if you would like the attendees to refer to you by name.

Exhibit Hall Game

To participate in the Exhibit Hall game you MUST bring a prize valued at least \$30. The League encourages exhibitors to get creative with prizes. Prizes may be a product or a service. Please let us know if you are bringing a prize by emailing exhibit@iowaleague.org.

Parking

Due to parking restrictions and availability, exhibitors will be asked to park in designated areas. Please check your email as the event approaches for specific instructions.

Amenities Form

An amenities form can be found online at www.iowaleague.org/workshops/conference.aspx. The order deadline is September 14. Questions can be directed to Doug Davis at (563) 328-6720.

Questions

Contact Katie at (515) 244-7282 or email exhibit@iowaleague.org.