

learning growing thriving

iowa league of cities 2010 coralville

Hotels

Holiday Inn

1120 1st Avenue
Coralville, IA 52241
Ph: (319) 351-5049
Expires: August 23
Rate: \$109

Heartland Inn

87 2nd Street
Coralville, IA 52241
Ph: (319) 351-8132
Expires: August 23
Rate: \$99 - \$135
Group Code: ILOC

Hampton Inn

1200 1st Avenue
Coralville, IA 52241
Ph: (319) 351-6600
Expires: August 23
Rate: \$109

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

Exhibit Hall Schedule

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

Exhibit Hall 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. If you plan to bring in your own baked food or beverages to handout, please contact exhibit@iowaleague.org. The facility may have guidelines about outside food and drink.

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. Closer to the event, the League will send you a template so you can create and print a customized name badge to fit into the sleeve that will be provided at the event.

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. Exhibitors who bring a prize to participate in the game typically find they have higher traffic than booths that don't participate in the game. Please let us know if you are bringing a prize by emailing exhibit@iowaleague.org.

Theme Contest

Each year the League chooses an exhibit hall theme. This year's theme is Luau. Delegates will vote on the booth that's best decorated for this theme; the winning booth will receive a free booth at next year's exhibit hall. Start planning now!

Parking

Only paid parking is available and 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. Electricity and Internet questions should go to the Marriott's Shannon Arnold at (319) 887-5120; order deadline is September 8. Questions about other amenities should be directed to Spielman's Steve Weber at (319) 366-3443; order deadline for these is September 17.

Questions

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