



2019 Spring Conference April 10-12, 2019
Stoney Creek Hotel & Conference Center
5291 Stoney Creek Court
Johnston, IA 50131
Phone: (515) 334-9000 Fax: (515) 334-0099

Exhibitor Information

Exhibit Table - 6' x 24" with linen, available at no cost
Exhibit Setup Time - Wednesday April 10th, 7:00 A.M. - 10:00 A.M.
Exhibit Breakdown Time - Thursday, April 11th after 3:00 P.M.
Exhibit Fees - Conference Exhibit Fee - \$500 (no charge for wireless)

Specific Conference Information

- Conference begins Wednesday, April 10th with interest sessions at 10:30 with the Welcome at 11:30.
- Exhibitors have an opportunity to do a brief intro during the Welcome Session Wednesday morning
- To encourage attendees to visit your booth throughout the conference, you will be given tickets to hand out to attendees that engaged with you at your booth. They will be entered into a drawing for a gift card on Friday.
- All exhibitor breaks will be 30 minutes. One is scheduled for Wednesday afternoon and two are scheduled for Thursday with one in the morning and one in the afternoon.

Shipping & Receiving

Vendors may ship materials to the hotel prior to the event. Please mark materials clearly and label as follows:
Stoney Creek Hotel & Conference Center
Attn: IASFAA
5291 Stoney Creek Court
Johnston, IA 50131

Shuttle Service

Shuttle service to airport only from 8 am to 8 pm and hotel must be provided at least 24-hour notice if needed.

Exhibitor Area Security

The exhibit area will remain in the Loose Moose Saloon which can be accessed by hotel guests, and is near two doors that open to the outside. Those doors are unlocked during the day, but then locked overnight. In short, it would be wise for exhibitors not to leave anything of value unattended. However, neither the hotel nor the IASFAA association is responsible for any misplaced, lost or stolen items. Such insurance is the sole responsibility of the exhibitor.

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