

CEDAR RAPIDS SPORTSHOW

EXHIBITOR SET UP INFORMATION

Friday: 3:00 PM – 7:00 PM
Saturday: 10:00 AM - 7:00 PM
Sunday: 10:00 AM - 4:00 PM

February 18 – 20, 2022
Alliant Energy
PowerHouse Convention Center

350 First Avenue NE
Cedar Rapids, IA 52404

ALLIANT ENERGY POWERHOUSE CONVENTION CENTER

GPS Coordinates 41.979968,-91.668081
From Des Moines take Highway 80 eastbound to Highway 380 north. Follow 380 North to Exit 20B 7th Street E towards Alliant Energy PowerHouse Convention Center. Turn right onto 7th Street NE, then take the 2nd right onto 1st Ave NE. Hotel will be on the right.
From the North take Highway 380 South. Follow 380 South to Exit 20B, make a slight right onto C Ave NE, take the second left onto 4th St SE, turn right onto First Ave NE. Hotel will be on the right.

REGISTER AT SHOW OFFICE

Please register at the show office to pick up your exhibitor passes. **FOR EXPRESS CHECK-IN RETURN THE ENCLOSED FORM BY February 11.** Exhibitor passes are for sales staff working in your exhibit booth, not family members or friends attending show. You will receive a maximum of four exhibitor passes. If more than four people will be working your booth, please supply a list of names. We will check these individuals through the exhibitor entrance.

ELECTRICITY

If you need electricity and did not indicate this on your contract, please order electricity by mailing a \$30.00 payment to our office. Exhibitors must supply their own grounded extension cord within the booth. Grounded extension cords are required.

VALET PURCHASE PICK UP

Valet pick up for your customers purchases will be available. Pick up your valet tickets at the show office.

SHOW DECORATOR

Event Decorators of Iowa, will be the official show decorator. Iowa Sport Shows have provided the following with each 8'x10 exhibit booth purchased:

8' High back wall curtains red, white & blue
1-8'x30' skirted table
2 chairs.

If you would like to place an order with Event Decorators of Iowa you can use attached form. For discounted rates please place your order by February 2, 2022.

HOTEL

See the enclosed listing of area hotels

SALES TAX PERMIT

If you plan to sell any taxable items in your booth you must have an Iowa Sales Tax Permit. **NO** temporary tax permits are being issued by the state. If you do not have a permit, please call 800-367-3388 or go to <https://tax.iowa.gov/businesses/business-permit-registration> scroll down and click "Online Permit Business Registration."

MOVE-IN SCHEDULE

Bulk space exhibitors please check the attached sheet for your specific move-in time.

WEDNESDAY, February 16th.- Bulk Space

Thursday, February 17th.

8 AM-5 PM Single Booth Exhibitors

Friday, February 18th.

8 AM-2 PM Single Booth Exhibitors

3 PM - SHOW OPEN

MOVE-OUT

All exhibits must be removed from Alliant Energy PowerHouse Convention Center by 7:00 PM on Sunday.

EXHIBITOR PARKING-FREE

See map on the 3rd page.

MUSIC

Exhibitors are not allowed to play music or videotapes with copyrighted music backgrounds in their booth due to Federal Copyright Liability laws. For more information contact our office.

FOOD & BEVERAGE

2 food trucks will be out front. You are allowed to bring in your own food. Beer will be sold Friday and Saturday during the show. There will be a beer special on Friday.

EXHIBITOR FREIGHT

Alliant Energy PowerHouse Convention Center does not receive shipped freight. Please inform your freight company to deliver on Thursday or Friday during set up. If you plan to ship exhibit materials after the show, please confirm with your freight company during the show.

LIMITATION OF LIABILITY

Refer to the Liability section of your contract. As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group, instantly online for \$55. The Link can be found on the Set Up Page under the Exhibitor Information www.iowasportshows.com or For Questions: DHC Insurance, (888) 288-1829, info@dhcins.com

FACEBOOK

Be sure to like **Cedar Rapids Sportshow** on facebook. Use the promote new products and specials you will feature at the show.

IOWA SPORTSHOWS, LLC.

PO Box 851

Waterloo, IA 50704-851

Website: www.iowasportshows.com

E-mail:

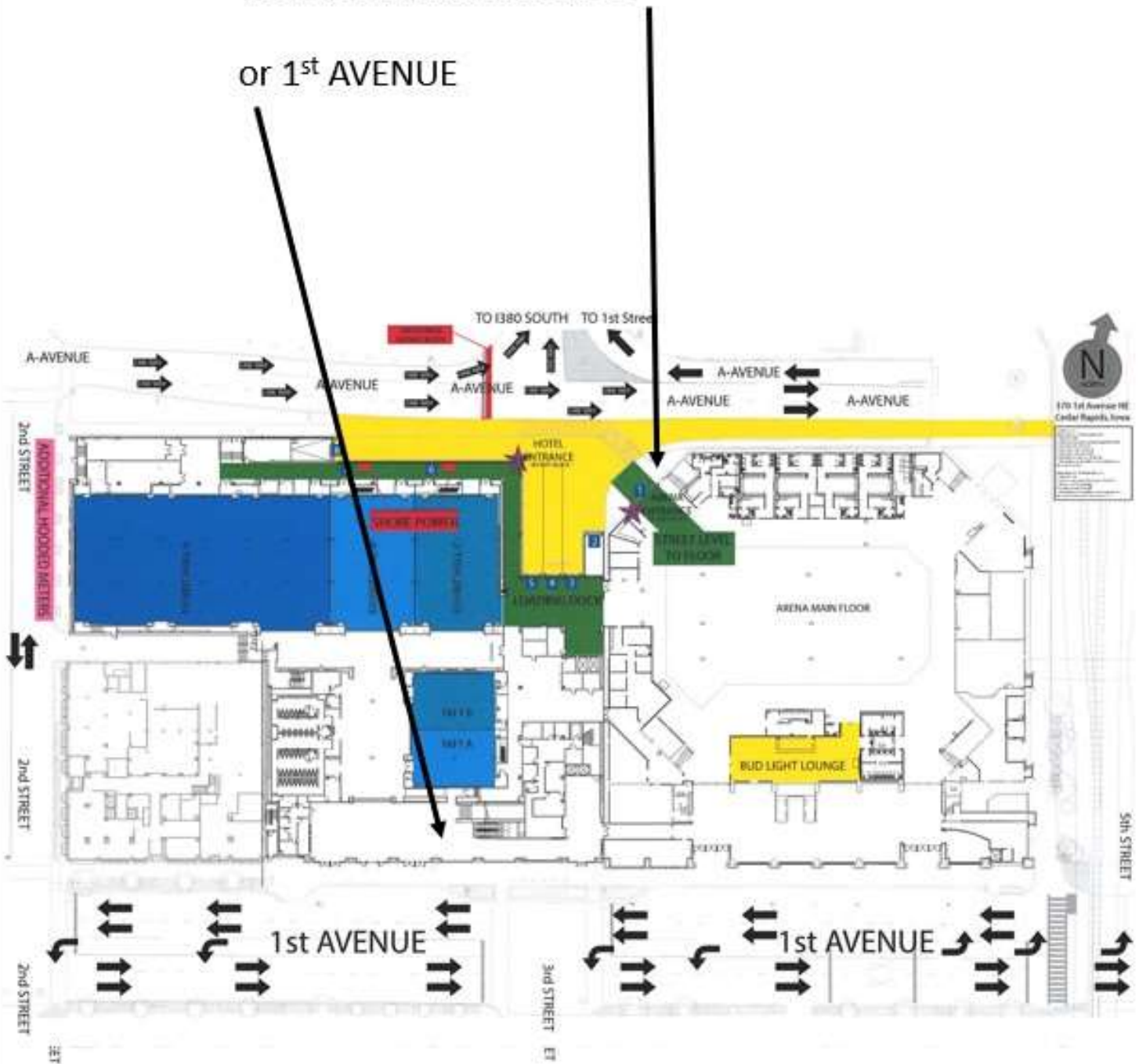
Phone: 319-240-3571

Fax: 319-235-8932

sales@iowasportshows.com

UNLOAD from A-AVENUE

or 1st AVENUE





EXHIBITORS FREE PARKING

Pull up to the A Avenue or 1st Avenue doors to unload for the show, check in at the show office and pick up your exhibitors parking pass.

Free exhibitor parking is in Lot 12, lot 9 and lot 10. Lot 12 is across the street to the west. Use caution in Lot 12 as there is a height restriction in the center. Lot 10 will be available Friday after 3:00 PM thru Sunday.

2022
CEDAR RAPIDS SPORTSHOW
MOVE-IN SCHEDULE

Please read this information carefully and if you have any questions, please call.

A pressure washer (Wednesday) and fork lift will be available for your use.

(Do Not Get in Line Early Without Checking In)

Line up along A-Avenue-Enter off A-Avenue
We will be utilizing the Alliant Energy entrance as we did in 2020.

Due to a concert on Friday, Bulk Space Move in will be on Wednesday.

Wednesday, February 16 (NOT THURSDAY)

8:00 AM	ATC, Bish's RV, Leisure Zone (Front Door) Ford
8:45 AM	Hartwick Marina
9:30 AM	Campers Inn, JK
10:00 AM	Metro Harley
11:00 AM	Stick'um Tackle
NOON	Leisure Time, Booths B13-B24 (Optional)
1:00 PM	Palo Outdoors, Frederika Locker, Coralville Lake Marina
2:00 PM	Chase Family Boats
4:00 PM	Checkered Flag

Thursday 8 AM – 5 PM or Friday 8 AM – 2 PM

B and C BOOTHS – 1st. Ave. Front doors only or Dock 7 on A Ave.

Friday 3:00 PM Show Opens

Please coordinate with Kreg or for any questions call him at 319-240-3571

Please follow these safety codes:

1. Batteries disconnected.
2. Gas caps taped or locked.
3. Fuel in motorized vehicles not to exceed ¼ tank or 5 gallons, whichever is less.
4. No flammable items stored inside.
5. Use handrails on steps and docks

EXPRESS CHECK-IN

CEDAR RAPIDS SPORTSHOW

February 18-February 20, 2022

Please mail, fax, or email us by **February 11** the names of those working your booth and your badges will be ready when you arrive at the show. If you email, please put your Company Name and Cedar Rapids Sportshow on the email. (Please type or print neatly)

COMPANY NAME: _____

1. _____
2. _____
3. _____
4. _____

If you have more than 4 people working your booth or if you have company name badges that your employees will be wearing during the show, please list their names on your letterhead and we will check those people through the exhibitor entrance when they arrive.

IOWA SPORTSHOWS, LLC

PO Box 851

Waterloo, IA 50704-851

Phone: 319-240-3571

Fax: 319-235-8932

Email: sales@iowasportshows.com

Website: www.iowasportshows.com

For your Records:
Faxed/emailed or
mailed on

2022 Hotels for the Cedar Rapids Sportshow

Please beware of hotel room block piracy. These fraudulent operations get access to contact information and exhibitors get calls offering to handle hotel bookings for the show.

PLEASE MAKE YOUR OWN HOTEL BOOKINGS!

Neither, Iowa Sportshows, Inc. nor the area hotels will call you regarding this.



350 First Avenue NE
Cedar Rapids, Iowa 52401

Tel: +1-319-731-4444

Fax: +1-319-731-4455

\$123.00 for 1 King Bed or 2 Double Beds

Reservations must be made by January 29, 2022

Conveniently located in downtown Cedar Rapids, Iowa, just off I-380, we are only 15 minutes from Eastern Iowa Airport. The hotel overlooks the Cedar River and downtown Cedar Rapids and is attached to the Alliant Energy PowerHouse Convention Center.

For online reservations:

https://www.hilton.com/en/attend-my-event/cidccdt-crs-132d4565-1219-41c1-9a05-04eb297cdb3f/?WT.mc_id=POG



Event Decorators of Iowa
-since 2005-

520 SE 4th Street | Des Moines, Iowa 50309 | 515-237-8282 | fax: 515-237-8283

Welcome Exhibitor,

It is with immense pleasure to announce that Event Decorators of Iowa has been selected as the Official Decorating contractor for the upcoming 44th Annual Cedar Rapids Sport show scheduled for February 18-20, 2022, at the Hilton Inn in downtown Cedar Rapids, IA

Show management has provided the following with each 8' x 10' booth purchased:

- 8' high back wall curtains red/white/blue
- 3' high side curtain blue
- 1 one-line identification sign
- 1 8'x30' Skirted Table
- 2 Chairs

Carpeting/padding are strongly encouraged.

Please find our exhibitor services kit for you to review and take advantage of discount pricing thru February 2, 2022

All orders require prepayment in full to qualify. If you need additional services, please contact our offices to see how we may assist you.

Wishing you a successful show.
Event Decorators of Iowa, Inc.
Exhibitor Services.



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Contact Information (Please Print)

Name	Date	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Show	Company Name	
44 th Annual Cedar Rapids Sport show	<input type="text"/>	
Street Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Policy & Order Review

Your show contractor, Event Decorators of Iowa, Inc., is pleased to provide any of the following services you may require from the attached packet beyond association provided materials.

Complete forms for services you are requesting. Advance discounted rates qualify if orders are received prior to the deadline with full payment including all applicable taxes. **Orders received after show deadline, received without payment, or placed at the show will be invoiced at standard rates. No billings.**

For your convenience, the following methods of payment are available:

- Company Check payable to Event Decorators of Iowa, Inc.
- Credit Card – We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred because of show site orders placed by your representative.
- Mastercard Visa American Express

Cardholder's Name

Subtotal	\$	<input type="text"/>
7% State Sales Tax	\$	<input type="text"/>
Total Due	\$	<input type="text"/>
5% Convenience fee if paid by credit card	\$	<input type="text"/>
TOTAL DUE	\$	<input type="text"/>
<input type="text"/>		
<input type="text"/>		

<input type="text"/>

Signature

<input type="text"/>

Card Numbers

Cardholder's Billing Address

<input type="text"/>	<input type="text"/>
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City State Zip

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiration Date

Security Code

<input type="text"/>	<input type="text"/>
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Payment Policy & Order Review Continued:

CANCELLATION POLICY: If requested services have been provided prior to your notice of cancellation, all original charges are applicable. No credits or free exchanges for materials provided with your booth fee that are not required.

UNPAID BALANCES: All services require payment prior to show opening. In the event of an unpaid invoice, a billing fee of \$40.00 will be charged or a 4% finance charge; whichever is greater. After 60 days, accounts are filed with Polk County, IA for nonpayment of services provided.

This form must be returned to process your request.

Send completed form by email to decorateiowa@aol.com or by secure fax to 515-237-8283

We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred because of show site orders placed by your representative.



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Contact Information (Please Print)

Name	Date	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name		
<input type="text"/>		
Street Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Event or Show	Booth Number	
44 th Annual Cedar Rapids Sport show	<input type="text"/>	

ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:

Wednesday, February 2, 2022

ACCESSORIES	Advance Discount	Standard	Quantity	
Chrome Bag Rack	\$26.00	\$31.00		\$
5' Chrome Coat Rack	14.00	17.50		\$
Chrome Easels	17.00	21.00		\$
Chrome Hall Tree	24.50	31.00		\$
Chrome Stanchions	19.50	28.50		\$
4' Velour Rope – Black	10.00	14.00		\$
8' Velour Rope – Black	20.00	28.00		\$
Raffle Drum Small	15.00	21.00		\$
Raffle Drum Large	30.00	42.00		\$



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CARPETING	Advance Discount	Standard	Floor	
10x10	\$115.00	\$140.00		\$

Choose Color: Red Gray Royal Blue Burgundy Black Hunter Green

10x20	230.00	280.00		\$
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Choose Color: Red Gray Royal Blue Burgundy Black Hunter Green

10x30	345.00	420.00		\$
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Choose Color: Red Gray Royal Blue Burgundy Black Hunter Green

10x40	460.00	560.00		\$
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Choose Color: Red Gray Royal Blue Burgundy Black Hunter Green

10x50	575.00	700.00		\$
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Choose Color: Red Gray Royal Blue Burgundy Black Hunter Green

PADDING

10x10	\$100.00	\$130.00		\$
10x20	200.00	260.00		\$
10x30	300.00	390.00		\$
10x40	400.00	520.00		\$
10x50	500.00	650.00		\$

CHAIRS (Padded Seats and Backs)

Chrome Side Chair	\$14.00	\$20.00		\$
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Choose Color: Blue Gray

Chrome Armchair	27.00	34.00		\$
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Choose Color: Blue Gray

Bar Stool	42.50	53.00		\$
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Choose Color: Gray



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Topped Only – Add \$10.00 each table

PLAIN TABLES

40” HIGH

	Advance Discount	Standard	Quantity	
4' x 24" x 40"	\$24.00	34.50		\$
4' x 30" x 40"	24.00	34.50		\$
6' x 18" x 40"	29.50	37.75		\$
6' x 30" x 40"	29.50	37.75		\$
8' x 18" x 40"	38.50	44.50		\$
8' x 30" x 40"	38.50	44.50		\$

Topped Only – Add \$10.00 each table

SKIRTED TABLES

30” HIGH (Skirted 3 Sides)

4' x 24" x 30"	\$53.00	\$69.00		\$
4' x 30" x 30"	53.00	69.00		\$
6' x 18" x 30"	61.50	75.75		\$
6' x 30" x 30"	61.50	75.75		\$
8' x 18" x 30"	77.00	88.50		\$
8' x 30" x 30"	77.00	88.50		\$
48" Round (Fully Skirted)	87.50	99.25		\$
60" Round (Fully Skirted)	94.50	122.00		\$

Choose Color: Black Blue Burgundy Gold Green Red Silver White



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**SKIRTED DISPLAY
TABLES 40" High**

(Skirted 3 Sides)

	Advance Discount	Standard	Quantity	
4' x 24" x 40"	\$82.00	\$94.75		\$
4' x 30" x 40"	82.00	94.75		\$
6' x 18" x 40"	97.50	112.00		\$
6' x 30" x 40"	97.50	112.00		\$
8' x 18" x 40"	114.00	136.50		\$
8' x 30" x 40"	114.00	136.50		\$

Choose Color: Black Blue Burgundy Gold Green Red Silver White

FURNITURE AMOUNT TOTAL (Please enter amount on Policy Payment Form)	\$
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Event Decorators of Iowa
-since 2005-

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Material Handling Rate Schedule for:

44th Annual Cedar Rapids Sports show

All items, whether received through the Event Decorators of Iowa, Inc. warehouse and/or at the show site, must be moved into or out of the booth Monday-Friday 8 a.m. to 4:30 p.m. for straight time rates. Overtime rates to be waived. **Event Decorators of Iowa, Inc. is not responsible for any additional charge's exhibitors may incur due to scheduling or show site availability.**

1.) INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE:

January 24 – February 24

Shipment of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date and delivered to booth. This rate includes any necessary handling of empty containers to and from storage. Each shipment is considered separately. Rates are not based on roundtrip shipments.

Shipment weight (Round to next 100 lbs)	lbs	$\div 100$	= total hundred weight at \$92.00 per hundred weights.
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Minimum charge is \$92.00 per shipment	\$
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2.) INBOUND HANDLING AT EXHIBIT HALL ON EXHIBITOR SET UP DAY ONLY. ANY DELIVERIES PRIOR TO THIS DATE WILL BE REFUSED AND RETURNED TO SENDER.

Shipment weight (Round to next 100 lbs)	lbs	$\div 100$	= total hundred weight at \$78.50 per hundred weights.
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Minimum charge is \$78.50 per shipment	\$
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3.) OUTBOUND HANDLING AT EXHIBIT HALL

Outbound shipments at close of show from exhibitor's booth to outside carrier or owner's vehicle.

Shipment weight (Round to next 100 lbs)	lbs	$\div 100$	= total hundred weight at \$104.00 per hundred weights.
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Minimum charge is \$104.00 per shipment	\$
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Material Handling Rate Schedule Continued:

The above rates include Social Security, Workmen’s Compensation, and Public Liability Insurance. The exhibitor should insure all shipments. Handling and storage rates do not include insurance coverages. Event Decorators of Iowa, Inc. is not responsible for shipments left in booth by an exhibitor. Pieces will be counted and shipped as they are found when they are removed from the exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, any concealed damage, or loss or theft of materials after they have been delivered to the booth or before they have been picked up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, Event Decorators of Iowa, Inc. reserves the right to reroute such shipments. Where no disposition is provided, material may be hauled to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed because of such rerouting or handling.

ORDER TOTAL AMOUNT (Please enter amount on Policy Payment Form)	\$
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Shipping Instructions for:

44th Annual Cedar Rapids Sports show

INSTRUCTIONS: All shipments **MUST BE PREPAID** and should be shipped to arrive prior to initial installation date.

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments should be addressed to Event Decorators of Iowa, Inc. as shown:

<p>Warehouse Shipping Address:</p> <p>TO:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 44th Annual Cedar Rapids Sports show </div> c/o: Event Decorators of Iowa, Inc. 520 SE 4 th Street Des Moines, IA 50309	<p>Show site Shipping Address – Setup Day Only</p> <p>TO:</p> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 44th Annual Cedar Rapids Sports show </div> c/o: Event Decorators of Iowa, Inc. <div style="border: 1px solid black; padding: 2px;"> <p>Street Address:</p> <p>City:</p> <p>State:</p> <p>Zip Code:</p> </div>
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Advance Show Shipments Thru Event Decorators of Iowa, Inc. Warehouse

Company Name:	Available: January 24 – February 24
Show Name:	Booth Number:
Number of Pieces:	Total Wght of Shpmnt:
Truck line:	

SHIPMENTS TO THE SHOWSITE: ON SET-UP DAY ONLY!

Exhibitors may route directly to the show site during official exhibitor set-up/move in only.

Scheduling is important. Any delivery attempts prior to this specific period will be refused.

We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up loading out of exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments. Event Decorators of Iowa, Inc. reserves the right to reroute such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.



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REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW

Ship to individual/company:		
Shipping Address:		
City	State	Zip
Number of Pieces:	Total Weight of Shipment:	
Description:		

Forward via – (Check One)

- Motor Freight Moving Van Air Freight
 Federal Express* UPS*

***Prepaid printed labels required for ALL outbound Federal Express & UPS shipments.**

<input type="checkbox"/> Other:
Name of Courier:

Authorized by:	Date:
Company Name:	Phone Contact:



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RUSH EXHIBIT FREIGHT

FROM:
ADDRESS:
CITY:
STATE:
ZIP CODE:

TO:
EXHIBITOR:
BOOTH NUMBER:

C/O EVENT DECORATORS OF IOWA, INC.

520 SE 4th Street
Des Moines, IA 50309
Piece #:

RUSH EXHIBIT FREIGHT

FROM:
ADDRESS:
CITY:
STATE:
ZIP CODE:

TO:
EXHIBITOR:
BOOTH NUMBER:

C/O EVENT DECORATORS OF IOWA, INC.

520 SE 4th Street
Des Moines, IA 50309
Piece #:



Event Decorators of Iowa

-since 2005-

520 SE 4th Street | Des Moines, Iowa 50309 | 515-237-8282 | fax: 515-237-8283

Contact Information (Please Print)

Name	Date	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name		
<input type="text"/>		
Street Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Show	Booth Number	
44th Annual Cedar Rapids Sports show	<input type="text"/>	

LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS:

Decorators and Display men: \$74.50 per hour straight time; \$92.75 per hour overtime. (One hour minimum per man)

ALL LABOR BEFORE 8:00 a.m. and after 4:30 p.m., and all hours on Saturdays, Sundays and holidays will be charges at the overtime rate.

<input type="checkbox"/> “O.K. TO PROCEED” EXHIBITOR NEED NOT BE PRESENT We will proceed with your display setup unless you instruct us otherwise. Every effort will be made to set your display on straight time hours. Unless move in schedule does not permit. <div style="text-align: center;">Install & Dismantle</div> <input type="text" value="Number of workers:"/> <input type="checkbox"/> Plans Attached <input type="checkbox"/> Plans in cases #	<input type="checkbox"/> “DO NOT PROCEED” EXHIBITOR WILL SUPERVISE All work is to be performed only under the supervision of the exhibitor representative. Exhibitor will check in at the service desk to pick up worker on: <input type="text"/> Time: <input type="text"/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. Representative: <input type="text"/>
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Starting time can be guaranteed only where workers are requested for the start of the working day, which is 8:00 a.m. The minimum charge of one hour per man will apply. Failure to call for labor at requested time will result in a one-hour charge per worker requested unless 72-hour advance notice is provided. Speed of installation and dismantling cannot be guaranteed to conform to your estimate or experience.



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LABOR CONTINUED:

SPECIAL INSTRUCTIONS:

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INSTALL DATE:	DISMANTLE DATE:
START:	START:
STOP:	STOP:
OUT:	OUT:
S.T.:	S.T.:
O.T.:	O.T.:

ORDER TOTAL (Please enter amount on Policy Payment Form)	\$
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