

IOWA BOAT, RV & VACATION SHOW EXHIBITOR SET UP INFORMATION

January 28-30, 2022

UNI-Dome; 2401 Hudson Rd
Cedar Falls, Iowa 50614

Friday: 3:00 PM – 7:00 PM

Saturday: 10:00 AM – 7:00 PM

Sunday: 10:00 AM – 4:00 PM

LOCATION OF UNI-DOME

The UNI-Dome is located on the University of Northern Iowa Campus adjacent to Hudson Road. From Highway 20, take the University of Northern Iowa - UNI-Dome - Hudson Road Exit OR from Highway 218, take Highway 57 West exit, and go to Hudson Road.

REGISTER AT SHOW OFFICE

Please register at the show office to pick up your exhibitor passes and make any final payments. Exhibitor passes are for sales staff working in your exhibit booth, not family members or friends attending show. **FOR EXPRESS CHECK-IN RETURN THE ENCLOSED FORM BY JANUARY 21.** 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 by January 21. We will check these individuals through the exhibitor entrances.

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.

SHOW DECORATOR

Event Decorators of Iowa is the Official Decorating contractor for the Iowa Boat Show. Please see attached order form. For discounted rates please place your order by January 20, 2022.

WIRELESS/INTERNET

Complimentary wireless internet is available at UNI-Dome. Please see enclosed instructions.

ELECTRICITY

If you need electricity and did not indicate this on your contract, please order electricity by mailing a \$50.00 payment to our office. Exhibitors must supply their own grounded extension cord within the booth. Grounded extension cords are required. No light-weight residential cords, no power strips, or clip-on spot lights are allowed.

TELEPHONE

To order a telephone line in your booth, contact Randal Hayes at 319-273-7473 or email him at randal.hayes@uni.edu

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."

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

MOVE-IN SCHEDULE

Boats & RV's: see attached Schedule

Thursday Jan. 27

12:30 PM - 4 PM* Single Booth Exhibitors

Friday Jan. 28

8 AM – Noon Single Booth Exhibitors

3 PM - Show Opens

*Exhibitors can stay in the Dome for assembly of display or cleaning until 8 PM.

Garage door closes at 5 PM. Thursday.

TEAR DOWN SCHEDULE

Tear down and move out must be completed by 8 PM Sunday. You can leave boats or campers in the north parking lot for Monday pick up.

EXHIBITOR FREIGHT

The UNI-Dome does not receive shipped freight. Please inform your freight company to deliver on the week of the show during set up. If you plan to ship exhibit materials after the show, please confirm with your freight company during the show. (McLeod Center Loading Dock)
Address: McLeod Center
University of Northern Iowa
2502 Hudson Road
Cedar Falls, IA 50614-0315

PARKING

Free parking for exhibitors and attendees.

FACEBOOK

Be sure to like **Iowa Boat RV Vacation Show** on facebook. Use the site to promote new products and specials you will feature at the show.

ALCOHOL

It is unlawful to bring alcoholic beverages into the UNI-Dome

MOTELS

See the enclosed listing of area motels.

IOWA SPORTSHOWS, LLC.
PO Box 851
Waterloo, IA 50704-851

Website: www.iowasportshows.com

Phone: 319-240-3571

Fax: 319-235-8932

E-mail: sales@iowasportshows.com

2022 IOWA BOAT/RV SHOW

BULK SPACE SET UP SCHEDULE

STAGING: Staging of boats, campers, etc. prior to move in is in the Northwest corner of the North lot or the back row of the upper West Lot. **There is a UNI Basketball game on Wednesday night. Stage in the North lot if your move in time is after 5 pm Wednesday.**

MAKE SURE ALL ICE AND HEAVY SNOW IS REMOVED FROM UNITS BEFORE GETTING IN LINE.

While we try to stay on or ahead of this schedule, please realize there are factors that can affect this schedule like weather, washing, etc. Please use this as a reference for order and plan to be ready for your time.

Please refer to the following campus map for directions for parking, staging, exhibitor line up, washing, and move-in access. A complimentary pressure washer system will be set up just inside the UNI-Dome. Complimentary fork lift service is also available. Please bring your own straps, dollies, and manpower for positioning units.

Wednesday, January 26

3:15 PM	Upper Iowa Marina
3:30 – 4:30 PM	New Wave Dock & Lift, RGK Portable Buildings, Checkered Flag, Midwest Boats
4:30 – 5:30 PM	Ketelsen, Ohrts, Bish's
5:30 – 6:30 PM	Coralville Marine, Paines, Leisure Zone, Bish's
6:00 – 6:30 PM	Leisure Time Golf, Crawdaddy, Bish's
6:30 – 7:30 PM	Hank's, VW Dock, B&B Farm, Bish's
7:00	Ford

Thursday, January 27

8:00 AM	City Builders, Bish's RV
9:00 – 10:30 AM	DR Powersports
10:30 – 11:30 AM	Algona, Couler Valley RV, M&M Marine
11:30 - Noon	Jasper's
12:30 - 2:00 PM	ATC RV, Booths: B20-B40
2:00 – 4:00 PM	Booths: A1-A22
7:30 PM	Dietz

Friday, January 28

8:00 AM-Noon	Booths: A1-A22 and B20-B40
10:00 AM	Frentress

DUE TO INVENTORIES

WE ARE ALLOWING EXCEPTIONALLY CLEAN PRE-OWNED BOATS AND RV'S THIS YEAR.

Clean up crews can remain in the UNI-Dome until 8:00 PM, but garage door will be locked at 5:00 PM. Thursday

UNI-DOME FIRE & SAFETY REGULATIONS:

1. Any stairs with three or more steps must have a secure railing
2. Use only grounded extension cords in booth. Do not use power strips
3. No clip-on metal spot lights allowed
4. All batteries unhooked.
5. No propane or open flames
6. Minimal fuel in gasoline tanks

EXPRESS CHECK-IN

IOWA BOAT, RV, & VACATION SHOW JANUARY 28-30, 2022

Please mail, fax, or email us by **January 21** 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 Iowa Boat Show 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 Official Hotels for the Iowa Boat, RV and Vacation Show

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 nor the area hotels will call you regarding this.

AmericInn by Wyndham

5818 Nordic Drive,
Cedar Falls, Iowa 50613
Located off Highway 58
Single or Double \$84.00 +tax
for reservations call: 319-277-6166
Ask for the Iowa Boat Show Rate



Holiday Inn Express and Suites

1614 Technology Parkway,
Cedar Falls, Iowa 50613
Located off Hudson Road
Single or Double \$94.00 +tax
for reservations call: 319-277-2400
Ask for the Iowa Boat Show Rate





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 34th Annual Boat, RV & Vacation show scheduled for January 28-30, 2022, at the UNI Dome in Cedar Falls, IA.

Show management has provided the following with each 10' x 10' booth purchased:
8' high back wall curtains red/white/blue
3' high side curtain blue
1 one-line identification sign

Carpeting/padding are strongly encouraged.

Please find our exhibitor services kit for you to review and take advantage of discount pricing December 13 thru January 20, 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
Show	Company Name	
34 th Annual Boat, RV & Vacation show		
Street Address		
City	State	Zip

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

Subtotal	\$
7% State Sales Tax	\$
Total Due	\$
5% Convenience fee if paid by credit card	\$
TOTAL DUE	\$

Cardholder's Name

Signature		
Card Numbers	Cardholder's Billing Address	
City	State	Zip
Expiration Date	Security Code	

Payment Policy & Order Review Continued:



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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
Company Name		
Street Address		
City	State	Zip
Event or Show	Booth Number	
34 th Annual Boat, RV & Vacation show		

ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:

Thursday, January 20, 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	\$

520 SE
4th
Street
| Des
Moines
, Iowa
50309

| 515-237-8282 | fax: 515-237-8283

CARPETING**Advance Discount Standard****Floor**

10x10	\$115.00	\$140.00		\$
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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		\$
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10x20	200.00	260.00		\$
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10x30	300.00	390.00		\$
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10x40	400.00	520.00		\$
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10x50	500.00	650.00		\$
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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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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

<p>FURNITURE AMOUNT TOTAL (Please enter amount on Policy Payment Form)</p>	<p>\$</p>
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Material Handling Rate Schedule for:

34th Annual Boat, RV & Vacation 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: December 20- January 21

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	÷ 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	÷ 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	÷ 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.

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

34th Annual Boat, RV & Vacation 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;">34th Annual Boat, RV & Vacation show</div> <p>c/o: Event Decorators of Iowa, Inc.</p> <p>520 SE 4th Street</p> <p>Des Moines, IA 50309</p>	<p>Show site Shipping Address – Setup Day Only</p> <p>TO:</p> <p>FOR:</p> <div style="border: 1px solid black; padding: 2px;">34th Annual Boat, RV & Vacation show</div> <p>c/o: Event Decorators of Iowa, Inc.</p> <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: December 20- January 21
Show Name:	Booth Number:
Number of Pieces:	Total Wght of Shpmnt:

Truck line: _____ **SHIP**

MENTS 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:

**Descri
ption:**

Forward via – (Check One)

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

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

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
Company Name		
Street Address		
City	State	Zip
Show	Booth Number	
34 th Annual Boat, RV & Vacation show		

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. <p style="text-align: center;">Install & Dismantle</p> Number of workers: <input type="text"/> <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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UNI EVENTS WIFI SUPPORT

PLEASE NOTE THIS IS NOT FOR THE GENERAL PUBLIC USE

If you have been to UNI before and are having issues connecting to **UNI Events**, please review this guide.



You may need to forget the wireless network. This is due to the password changing or an incorrect wireless profile.

On some devices, you will have to **“Forget”** the wireless network. On Windows, you will see a screen like this on the left.

To delete a wireless network profile in Windows 10:

1. Click the **Network** icon on the lower right corner of your screen.

2. Click **Network & Internet settings**.

3. Click **Wi-Fi settings**.

4. Under **Manage known networks**, click the network you want to delete.

5. Click **Forget**. The wireless network profile is deleted.

Other devices such as Apple Macbook/iPhone or Android devices will have a similar method. You may need to tap and hold on the network to forget the old profile.

To gain wireless access on your devices please follow these instructions:



Simply start by using your wireless device to search for available SSIDs and select **UNI Events**

Enter the following password:

panthers4thewin

You will be automatically redirected to a webpage to enter your **First and Last Name** along with an **Email**.

Once finished you will be able to access this network for **7 days**. After 7 days you'll enter your name and e-mail to re-register.

Please contact the IT Service Desk for issues registering:

319-273-5555

Located in ITTC, Room 36

<https://it.uni.edu/service-desk>

Iowa Boat, RV and Vacation Show
SCOREBOARD ADVERTISING

Your Ad Approximately 26' X 26'!



Cost: \$200 Pixel Dimensions: 672H X 650W

Ad will be up approximately 30 seconds and will rotate continuously throughout the show.

Email a camera ready JPG file or high resolution artwork and copy to kreg@iowasportshows.com with the **subject line:** Scoreboard Ad Iowa Boat and RV Show. Copy deadline is January 8. Advertising is available to current exhibitors only.



**Please keep the top portion for you files
Fill-out and return this portion with \$200**

Iowa Sportshows P.O. Box 851 Waterloo, IA 50704

Company Name: _____

Contact: _____ Email: _____

Special Instructions: _____
