

EASTERN IOWA SPORTSHOW EXHIBITOR SET UP INFORMATION

UNI-Dome

University of Northern Iowa
2401 Hudson Road
Cedar Falls, IA 50614

March 11-13, 2022

Friday: 3:00 PM – 8:00 PM
Saturday: 10:00 AM – 8:00 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 then left on 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 March 4.** 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 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 Eastern Iowa Sportshow. Please see attached order form. For discounted rates please place your order by Feb 22, 2022.

WIRELESS/INTERNET

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

MOTELS

See the enclosed listing of area motels

TELEPHONE

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

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, no clip-on spotlights are allowed.

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

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

Thurs, March 10

11 AM - 5 PM Single Booth Exhibitors

Fri, March 11

8 AM – 2 PM Single Booth Exhibitors

3:00 PM SHOW OPENS

MOVE-OUT

All exhibits must be removed from the UNI-Dome by 8:00 PM on Sunday. You can leave boats and RV's 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. The McLeod Center lot will be designated for exhibitors.

FACEBOOK

Be sure to like **Eastern Iowa Sportshow** 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.

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

EXPRESS CHECK-IN

EASTERN IOWA SPORTSHOW

MARCH 11-13, 2022

Please mail, fax, or email us by **March 4** the names of those working your booth and your badges will be ready when you arrive at the show. (Please type or print neatly). If you email, please put your Company Name and Eastern Iowa Sportshow on the email.

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



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 47th Annual Eastern Iowa Sporshow scheduled for March 11-13, 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 February 22, 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.



Event Decorators of Iowa

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Contact Information (Please Print)

Name	Date	Phone
Show	Company Name	
47 th Annual Eastern Iowa Sports 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 as a result of show site orders placed by your representative.
- Mastercard Visa American Express

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



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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 as a result 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	
47 th Annual Eastern Iowa Sports Show		

ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:

Tuesday, February 22, 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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2022 Official Hotels for the Eastern Iowa 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 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 Eastern Iowa Sportshow 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 Eastern Iowa Sportshow Rate



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>

Eastern Iowa Sportshow
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 Eastern Iowa Sportshow. Copy deadline is March 6.
Advertising is available to current exhibitors only and sponsors.



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

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

Company Name: _____

Contact: _____ Email: _____

Special Instructions: _____
