

Instruction for Exhibitors

Exhibits are an important part of the conference – providing you with the opportunity to connect with environmental leaders, recruit new members, convey your environmental commitment or just get the word out about your work. Most importantly, however, the displays are an opportunity for the conference attendees to learn more about the environmental organizations and environmentally minded companies of Iowa.

- Each exhibit space consists of one 6-foot table. Exhibit location is determined on a first-come, first-served basis. Electricity is available at some locations.
- All display table fees include registration for one person to attend the conference. There are no additional fees for individuals who staff an exhibit and do not participate in the conference.
 - IEC member organizations: \$60
 - Non-member organizations: \$125
- **Set-up must take place between 7 a.m. and 8 a.m.**, on Friday, September 25. Someone will be available to help you locate available exhibit space. You may pick up a table tent/name tent when you arrive, to use to reserve your exhibit space, as you unload your display.
- All displays must be taken down immediately following the conference and member meeting.
- If you are unable to have someone attend your booth at all times, please be sure any valuables are secured, as the exhibit areas will remain open at all times. Neither the Iowa Environmental Council nor DMACC is responsible for lost or stolen items.
- Exhibit space registrations **must be received by September 10** to ensure the availability of space.

Register today by using the form below:

Iowa Environmental Council Conference
September 25, 2009
DMACC Ankeny Campus

Sponsor or Exhibitor Registration

We look forward to having you as part of this special day.

Organization Name: _____

Contact Name: _____

Address: _____

City, State Zip: _____

Phone: _____

E-mail: _____

Attendee Name: _____

Registration fee:

- _____ Conference Sponsorship
- ___ Presenting Sponsor \$10,000
 - ___ Title Sponsor \$5,000
 - ___ Benefactor Sponsor \$2,500
 - ___ Partner Sponsor \$1,000
 - ___ Friend Sponsor \$500

- _____ Exhibitor
- ___ Member Organization \$60
 - ___ Non-Member Organizations \$125

If you have any questions or need additional information, please contact Barbra Jotzke, Development Director, at 515-244-1194 x 202.

Please complete and mail this form with

- 1) your check made out to Iowa Environmental Council OR
- 2) your completed credit card form

to:

Iowa Environmental Council
Conference Registration
521 E. Locust Street, Suite 220
Des Moines, IA 50309-1939