

Instruction for Exhibitors (and Registration Form below)

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 7:45 a.m.**, on Friday, October 15. As the displays will be in the same room as the presentations, exhibitors arriving late will need to set up during the first break of the day. Someone will be available to help you locate available exhibit space.
- Exhibits can be unloaded in the alley to the East of the consistory. Volunteers will be available to help unload your items and store them while you park your car.
- **Exhibits must remain in place until after the members meeting (approximately 5 p.m.) due to the potential for noise.** All displays must be taken down immediately following the members 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.
- Exhibit space registrations **must be received by October 1** to ensure the availability of space.

Register today by using the form below:

**Iowa Environmental Council Conference
October 15, 2010
Scottish Rite Consistory, Des Moines**

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:

_____ Exhibitor, Member Organizations \$60

_____ Exhibitor, 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