

## 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: \$50
  - Non-member organizations: \$100
- **Set-up must take place between 7 a.m. and 8 a.m.**, on Friday, October 17. 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.** One room of displays will need to be removed by 5:00 pm, the other by 5:30. If you are attending the members meeting which will run from 4 to 4:45, please choose your location carefully.
- 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 the Des Moines Botanical Center is responsible for lost or stolen items.
- 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 17, 2008**  
**Des Moines Botanical Center**

**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
- \_\_\_ Title Sponsor \$5,000
  - \_\_\_ Benefactor Sponsor \$2,500
  - \_\_\_ Partner Sponsor \$1,000
  - \_\_\_ Friend Sponsor \$500

- \_\_\_\_\_ Exhibitor
- \_\_\_ Member Organization \$50
  - \_\_\_ Non-Member Organizations \$100

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 (see reverse)

to:

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