

## **Instructions for Exhibitors:**

October 5, 2010

Thank you for being a part of the 2010 Iowa Environmental Council conference being held on Friday, October 15. This year's event is shaping up to be our largest yet, with over 200 people already registered. In order to help the day run smoothly, the following information provides more details on the exhibit location and set-up options.

### **SET-UP Times**

**Thursday, Oct. 14**            **2 – 4 p.m.**

**Friday, Oct. 15**            **7:30 – 8 a.m.**

Do to the large number of registered attendees and exhibitors; we encourage you to take advantage of our Thursday exhibit set-up time.

Each exhibitor will have a 6 foot table with a table cloth –the tables will be assigned on a first come basis. The exhibits will be located in the main conference room and in the lobby of the conference room on the lower level of the Scottish Rite Consistory.

### **Transportation**

The Consistory is located at 519 Park Street in Des Moines. The main entrance is on 6<sup>th</sup> and an unloading area is available off the alley between 6<sup>th</sup> and 5<sup>th</sup>. No vehicles can be left in the alley. If your display is larger or difficult to carry, you may unload onto the landing, park your car and then return to move your materials into the conference area. If your display is smaller, you may use the main entrance at the top of the stairs off Park.

For Thursday, there are a limited number of meters on Park and 6<sup>th</sup> street. However, parking is prohibited on 6<sup>th</sup> after 4 p.m. and you will be towed if parked after that time. For conference day, the best parking option is one block north of the Scottish Rite at the Center Street Park & Ride between 6<sup>th</sup> and 7<sup>th</sup> on Center.

The area is also served by the Dart LINK shuttle in Downtown Des Moines and busses number 3, 6 and 8. The D-line runs 3 blocks south of the Consistory on Grand Avenue.

### **Clean-up**

Clean-up will occur after the members meeting, which will end by approximately 5 p.m. Please do not begin disassembling your display earlier as the displays are in the conference room and you may be distracting to those attending the event. You may place your items at the alley entrance and then retrieve your car.

The exhibit area will be viewed before the conference, from 8 to 8:30; during the morning break at 10:30; over lunch from noon to 1 and during the afternoon break at 2:45.

We look forward to seeing you!