

### CONFERENCE LOCATION

The Meadows Events & Conference Center  
1 Prairie Meadows Drive | Altoona, IA 50009

### EXHIBIT REGISTRATION

Please check in at the registration table. Name Badges will be available on-site for the individuals who are registered. Any exhibitor representative without a name badge will not be permitted to participate in conference activities. Badges must be worn at all times.

### EXHIBIT LOCATION

Enter through The Meadows Events & Conference Center doors. Exhibitor booths will be scattered throughout the hallways outside of the breakout session rooms to help increase traffic for your exhibit.

### EXHIBIT BOOTH SPECIFICATIONS

All exhibit spaces include an 8' draped table and two chairs.



### EXHIBIT BOOTH ELECTRICAL

Electricity is available at your booth for an additional \$20.00.

### COMPLIMENTARY WI-FI

Complimentary Wi-Fi will be provided. To connect, select the network "Events Center" and accept the "Terms and Conditions". Once you have accepted the "Terms & Conditions", you will be connected.

### EXHIBITOR MEALS

Lunch will be available only to those individuals who are registered. Please note that we can accommodate only medically necessary and vegetarian special diets. If you have special food requirements, please contact Nan Boland at [nan@hirequalitysolutions.com](mailto:nan@hirequalitysolutions.com).

### EXHIBIT MATERIALS SHIPPING INFORMATION

Due to limited storage space, please send your packages to arrive no more than 2 days before the conference. Packages should be addressed as follows:

Iowa Employment Conference  
C/O Jan Sullivan | Prairie Meadows  
1 Prairie Meadows Drive | PO Box 1000 Altoona, IA 50009

### EXHIBIT MATERIALS RETURN SHIPPING INSTRUCTIONS

Please have return shipping label prepaid and on the package. Packages should be left at the registration table. An additional form, provided by Prairie Meadows, will need to be completed at the registration table.

### EXHIBIT AREA SECURITY

Iowa Employment Conference will not provide 24-hour security for exhibitors. Exhibitors are responsible for the security of their own property and equipment at all times. Iowa Employment Conference and Prairie Meadows are not responsible for any loss, theft or damage to any property left at the venue at any time.

### EXHIBITOR GIVEAWAYS, RAFFLES, DRAWINGS

All exhibitor giveaways, raffles, drawings are the responsibility of each exhibitor and not the responsibility of Iowa Employment Conference. Vendors are responsible for conducting raffles from their tables only and drawing and distributing prizes to the winners. Iowa Employment Conference will not provide materials for the raffles and will not announce winners' names. If you are interested in donating a raffle prize to the conference, please contact Nan Boland at [nan@hirequalitysolutions.com](mailto:nan@hirequalitysolutions.com) or 515-331-9020.

**MARKETING MATERIALS** If you are submitting your company's logo, the preferred format is Adobe Illustrator vector with outlined fonts. Also, acceptable are high-quality JPEGs (300 dpi). Logos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

### HOTEL ACCOMMODATIONS

IEC has negotiated discounted prices on hotel rooms at Prairie Meadows Hotel. For room reservations, the preferred method is online. If you wish, you may call the Prairie Meadows reservations desk (800-325-9015) and specify that you are a part of the Iowa Employment Conference. Limited rooms available!

### LIABILITY & INSURANCE

Neither the Iowa Employment Conference (IEC), Prairie Meadows, nor any of their employees or representatives shall be liable for any injury, loss, or damage to the exhibitor's personnel or property or to visitors attending the exhibition. Additionally, neither the Iowa Employment Conference, nor Prairie Meadows shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the exhibitors' display or the number of people attending the meeting. Neither IEC nor Prairie Meadows accepts any responsibility for an exhibitor's products. Liability insurance shall be at the exhibitor's own expense. Neither IEC nor Prairie Meadows accepts any responsibility for an exhibitor's product.