

Thank you for joining us as an exhibitor at the IASB BoardCon Trade Show! Have questions about participating in the trade show? Here are some FAQs to help you out!

SCHEDULE

Q: When is the trade show?

A: The trade show takes place on Wednesday, Nov. 19 from 3:30–5 p.m. and on Thursday, Nov. 20 from 9 a.m.–2 p.m.

Q: When and where can exhibitors load in?

A: Exhibitor set up occurs on Nov. 19 from 10 a.m.–2 p.m. The loading dock is located at the southwest side of EMC Expo Center, at the corner of 5th and Park. The entrance is on Park St. (See diagram below.)

Q: When can exhibitors expect the most traffic from attendees?

A: During the Member-Vendor Social on Nov. 19 from 3:30–5 p.m. and during the Exhibit Hall Breaks from 10:15–11 a.m. and 1–2 p.m. on Nov. 20. There are no other events scheduled during these times.

Q: When can exhibitors tear down?

A: Exhibitor tear down occurs on Thursday, Nov. 20 from 2–3:30 p.m.

PAYMENTS & REFUNDS

Q: Can exhibitors pay for their booth with a credit card?

A: Yes! IASB is now accepting payment by credit card or check for booths.

Q: Can exhibitors pay for sponsorships with a credit card?

A: No. At this time, sponsorships can only be paid for by check.

Q: Can I get a refund if I cancel my booth?

A: Refunds are available through Oct. 10. Cancellations after Oct. 10 will not be refunded.

LOGISTICS

Q: Who attends the convention and trade show?

A: On average, 1,000 K-12 and AEA board members, superintendents, chief administrators, business managers, board secretaries, and other district staff attend the convention.

Q: Where is the trade show?

A: Iowa Events Center, 730 3rd St, Des Moines, IA 50309 (Hall B).

Q: Where do exhibitors check in?

A: Exhibitors can check in at the Vendor Help Desk at the **west end of the Exhibit Hall** (Hall B). This is where exhibitors can pick up their badges and drink tickets.

Q: Is there parking available? What about trailers?

A: Exhibitors can currently park cars for \$12 per day. Larger trailers may incur a cost of \$24 per day parking expense. (see diagram).

Q: When is the concession stand open?

A: The concession stand is open on Thursday, Nov. 20 from 10 a.m.–2 p.m. The concession stand is not open on Wednesday, Nov. 19.

BOOTH RESOURCES

Q: What resources come with my booth?

A: Each booth is provided with pipe, drape, and signage.

Q: What resources DO NOT come with my booth?

A: Tables, chairs, carpet, counters, freight, and storage are not included with the booth fee.

Q: How do I get furniture or electricity for my booth?

A: Furniture, freight, and storage can be ordered through Freeman. Electricity can be ordered through the Iowa Events Center. Links to order will be available mid-September.

Q: Are name badges provided for booth staff?

A: Yes. IASB provides up to six badges for each booth.

Q: Is there lodging available for exhibitors?

A: Hotel room blocks will be available beginning in mid-September. Please visit the trade show webpage on the IASB site for registration information.

Q: Is Wi-Fi provided for exhibitors in the Exhibit Hall?

A: Yes.

DOOR PRIZES

Q: Can exhibitors have door prize drawings at their booths?

A: Yes. It is the exhibitor's responsibility to deliver prizes to the winners.

Q: Can exhibitors donate door prizes?

A: Yes. Door prizes donated to IASB should not be included in the raffle prizes at your individual booths. This is to prevent double booking your door prizes.

RULES & REGULATIONS

Q: Can exhibitors share a booth?

A: No. An exhibitor shall not sublet, divide, or share its space to any other than identified in the Exhibitor Contract without expressed permission of IASB.

Q: Can exhibitors sell merchandise at their booth?

A: No.

Q: Does IASB provide a list of convention registrants to exhibitors?

A: No, IASB board policy prohibits providing exhibitors with a list of registrants before or after the convention.

Q: Does IASB ever sell exhibitor information to outside entities?

A: No, IASB does not sell exhibitor information to anyone.

Other questions? Please contact Jeff Rohrick at boardcon@ia-sbl.org or (515) 247-7047.

