

All vendors displaying at the Iowa Streets and Roads Conference to be held in Des Moines, Iowa at the Airport Holiday Inn on September 10, 2025, are expected to comply with the following Rules and Regulations. Failure to comply with the Vendor Rules and Regulations may result in cancellation of the right to be a vendor at future conferences.

Set-up:	<p>Equipment (pre-arranged by the vendor) must be brought in between 7:00 and 11:00 am on Tuesday, September 9th. No other equipment can be displayed (inside or outside). <u>Equipment must be able to fit through garage door opening of 11 ft by 3 in width. The vendor must plan to have someone on hand to drive the equipment into the ballroom, at time of equipment setup. Equipment vendors will be contacted prior to the conference about a specific setup time for Tuesday September 9th between 7:00 and 11:00 am.</u></p> <p>All other booths can set up between 3:00 pm and 7:00 pm on Tuesday, September 9th or before 7:30 am on Wednesday, September 10th.</p> <p>Each 8 ft x 10 ft booth will include pipe and drape, an 8-foot covered and skirted table, 2 chairs, a sign with your company's name, a wastebasket, electricity (if requested during registration), and Wi-Fi.</p>
Display Hours:	<p>Wednesday, September 10th from 8:00 am to 6:00 pm (no breakdown prior to 6:00 pm)</p> <p>All displays need to be removed by 10:00 am on Thursday, September 11.</p>
Lunch:	<p>Will be at 11:30 am, just ahead of the conference attendees. This will give you time to eat and then return to your booth so attendees can visit after they finish lunch.</p>
Reception:	<p>At the conclusion of the presentations on Wednesday, September 10, there will be a reception specifically for vendors and attendees to socialize in the exhibit hall. Vendors and attendees may use their drink tickets in their name badge holders during this time. Some of the door prizes (see below) will be given out during the reception.</p> <p>DO NOT BREAKDOWN PRIOR TO THE CONCLUSION OF THE RECEPTION!*</p>
Door Prizes:	<p>Vendors are encouraged to bring swag for door prizes to promote your company. Give door prizes to staff at the registration desk or display it in your booth and give it to staff at the end of the afternoon break on Wednesday, September 10. Please identify your door prize with your organization's name.</p>
Shipping Materials:	<p>If you wish to ship your display to the hotel, do not have it arrive any earlier than 3 days prior to the conference. The Holiday Inn will charge you directly to receive and store your display prior to the conference. Contact the hotel directly for charges (info@holidaydsm.com).</p>
Other:	<p>Do not plan any activities with our attendees that conflict with our schedule - including the reception. We appreciate your cooperation!</p>

*In addition to extra time with the attendees, we are offering additional incentive for you to stay. Stay through the end of the reception and we will enter you into a raffle to win a free vendor registration for next year!