

2008 Spring IASFAA Conference Site Information

Location

Embassy Suites Des Moines – On the River
101 East Locust Street
Des Moines, Iowa 50309
Phone 515-244-1700

Conference Theme

“Financial Aid...Make Your Dreams Come True”

Conference Dates

The conference will begin on Thursday, April 17, and continue Friday, 18, 2008. Tentative exhibit hours are scheduled to begin at 8 am Thursday morning and conclude at 4 pm that afternoon.

Exhibitor Information

Exhibit tables (6' x 30") will be available to vendors at no cost. Exhibitors may begin set up the evening of Wednesday, April 16, in Scott's Landing room. There is a \$ 10 charge for a power strip to obtain electricity at your table. If you provide your own power strip, there is no charge for the electricity. Internet access is an additional charge of \$25 per day for wireless/wired access.

Shipping & Receiving

Vendors may ship materials to the hotel prior to the event. There is no cost to have the hotel hold the items until the event. Please mark materials clearly and label as follows:

Embassy Suites Des Moines – On the River
ATTN: Faith Bloomer
IASFAA/ *(Your Name)*
101 East Locust Street
Des Moines, Iowa 50309

Authorized packages or shipments will be accepted (2) days prior to the function date. No COD packages will be accepted. Vendors who will need to ship items from the hotel may contact Faith Bloomer at the hotel to make arrangements with their carrier of choice – FedEx, UPS, etc... Vendors should arrange for their own labels.

Security

Hotel Security will lock the doors to the exhibit area after the event. However, 24-hour security will not be in the room. Neither the hotel nor IASFAA is responsible for any misplaced, lost or stolen items. Such items are the sole responsibility of each exhibitor.

Development Chair Person

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