



October 27-29, 2021 | The Hotel at Kirkwood Center | Cedar Rapids

The Hotel at Kirkwood Center
7725 Kirkwood Blvd. SW
Cedar Rapids, IA
Phone: 855-516-1090

Exhibitor Information

Exhibit Table - 6' with linen, available at no cost

Exhibit Setup Time – Wednesday, October 27, 8:00 – 11:30 A.M. (the room is being used Tuesday evening so set up the night before is not an option)

Exhibit Breakdown Time– Thursday, October 28 after last Exhibitor break

Exhibit Fees - Conference Exhibit Fee - \$500 (no charge for wireless)

Specific Conference Information

*Conference begins Wednesday, October 27th with Welcome & lunch at 12:15 P.M.

*There will be a rolling PowerPoint of Exhibitors names/logos during meals and general sessions

*Exhibitors have an opportunity to do a brief intro during the Welcome Session Wednesday morning

*Two Exhibitor breaks are scheduled for Wednesday afternoon and two are scheduled for Thursday with one in the morning and one in the afternoon.

Shipping & Receiving

Exhibitors may ship materials to the hotel no more than 3 working days prior to the conference. A storage fee of \$3/day, per box, will be applied to any material shipped earlier than 3 days prior to the conference. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded.

Boxes must be marked with your company's name and date of the conference. They can be shipped to:

The Hotel at Kirkwood Center
Attn: Mary Van Houten
7725 Kirkwood Blvd SW
Cedar Rapids, IA 52404

Shuttle Service

There is a complimentary hotel airport shuttle. If you need a shuttle contact the hotel directly to make arrangements.

Exhibitor Area Security

The exhibit area will be located on the west side of the Atrium between the entrances to the Ballroom. The doors to the conference center are unlocked during the day and at night, so please take any valuables to your room. Neither the hotel nor the IASFAA association is responsible for any misplaced, lost or stolen items. Such insurance is the sole responsibility of the exhibitor.

If you have any questions or concerns, please contact Barb or Kylee.

Barb Badger, Exhibitor Relations Chair

Des Moines Area Community College

515-964-6887

bjbadger@dmacc.edu

Kylee Klommhaus, Exhibitor Relations Co-Chair

Southwestern Community College

641-782-1455

klommhaus@swcciowa.edu