

# IOWA BOAT, RV & VACATION SHOW EXHIBITOR SET UP INFORMATION

**January 26-28, 2024**

UNI-Dome; 2401 Hudson Rd  
Cedar Falls, Iowa 50614

**Friday:** 3:00 PM – 7:00 PM

**Saturday:** 10:00 AM – 7:00 PM

**Sunday:** 10:00 AM – 4:00 PM

## LOCATION OF UNI-DOME

The UNI-Dome is located on the University of Northern Iowa Campus adjacent to Hudson Road. From Highway 20, take the University of Northern Iowa - UNI-Dome - Hudson Road Exit OR from Highway 218, take Highway 57 West exit, and go to Hudson Road.

## REGISTER AT SHOW OFFICE

Please register at the show office to pick up your exhibitor passes and make any final payments. Exhibitor passes are for sales staff working in your exhibit booth, not family members or friends attending show. **FOR EXPRESS CHECK-IN RETURN THE ENCLOSED FORM BY JANUARY 21.** You will receive a maximum of four exhibitor passes. If more than four people will be **working** your booth, please supply a list of names by January 21. We will check these individuals through the exhibitor entrances.

## MUSIC

Exhibitors are not allowed to play music or videotapes with copyrighted music backgrounds in their booth due to Federal Copyright Liability laws. For more information contact our office.

## NEW SHOW DECORATOR

R&D Event Decorators is the Official Decorating contractor for the Iowa Boat Show. Please see attached order form. For discounted rates please place your order by January 20, 2024.

## WIRELESS/INTERNET

Complimentary wireless internet is available at UNI-Dome. Please see enclosed instructions.

## ELECTRICITY

If you need electricity and did not indicate this on your contract, please order electricity by mailing a \$50.00 payment to our office. Exhibitors must supply their own grounded extension cord within the booth. Grounded extension cords are required. No light-weight residential cords, no power strips, or clip-on spot lights are allowed.

## TELEPHONE

To order a telephone line in your booth, contact Randal Hayes at 319-273-7473 or email him at [randal.hayes@uni.edu](mailto:randal.hayes@uni.edu)

## SALES TAX PERMIT

If you plan to sell any taxable items in your booth you must have an Iowa Sales Tax Permit. **NO** temporary tax permits are being issued by the state. If you do not have a permit, please call 800-367-3388 or go to <https://tax.iowa.gov/businesses/business-permit-registration> scroll down and click "Online Permit Business Registration."

## LIMITATION OF LIABILITY

Refer to the Liability section of your contract. As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence.

## MOVE-IN SCHEDULE

Boats & RV's: see attached Schedule

**Thursday Jan. 25**

12:30 PM - 4 PM\* Single Booth Exhibitors

**Friday Jan. 26**

8 AM – Noon Single Booth Exhibitors

**3 PM - Show Opens**

\*Exhibitors can stay in the Dome for assembly of display or cleaning until 8 PM.

**Garage door closes at 5 PM. Thursday.**

## TEAR DOWN SCHEDULE

Tear down and move out must be completed by 8 PM Sunday. You can leave boats or campers in the north parking lot for Monday pickup.

## EXHIBITOR FREIGHT

The UNI-Dome does not receive shipped freight. Please inform your freight company to deliver on the week of the show during set up. If you plan to ship exhibit materials after the show, please confirm with your freight company during the show.

(McLeod Center Loading Dock)

Address: McLeod Center  
University of Northern Iowa  
2502 Hudson Road  
Cedar Falls, IA 50614-0315

## PARKING

Free parking for exhibitors and attendees.

## FACEBOOK

Be sure to like **Iowa Boat RV Vacation Show** on facebook. Use the site to promote new products and specials you will feature at the show.

## ALCOHOL

It is unlawful to bring alcoholic beverages into the UNI-Dome

## MOTELS

See the enclosed listing of area motels.

**IOWA SPORTSHOWS, LLC.**

PO Box 851

Waterloo, IA 50704-851 **Website:** [www.iowasportshows.com](http://www.iowasportshows.com)

**Phone:** 319-240-3571

**Fax:** 319-235-8932

**E-mail:** [kreg@iowasportshows.com](mailto:kreg@iowasportshows.com)

# 2024 IOWA BOAT/RV SHOW

## BULK SPACE SET UP SCHEDULE

**STAGING:** Staging of boats, campers, etc. prior to move in is in the Northwest corner of the North lot or the back row of the upper West Lot.

**MAKE SURE ALL ICE AND HEAVY SNOW IS REMOVED FROM UNITS BEFORE GETTING IN LINE.**

While we try to stay on or ahead of this schedule, please realize there are factors that can affect this schedule like weather, washing, etc. Please use this as a reference for order and plan to be ready for your time. If you can call me at 319-240-3571 if you are running late If you show up early ,we will do our best to accommodate you.

Please refer to the following campus map for directions for parking, staging, exhibitor line up, washing, and move-in access. A complimentary pressure washer system will be set up just inside the UNI-Dome. Complimentary forklift service is also available. Please bring your own straps, dollies, and manpower for positioning units.

### Wednesday, January 24

3:15 PM	Upper Iowa Marina, RainSoft, Ohrts J & L Marine
3:30 – 4:30 PM	Camping World, More than sheds, Midwest Boats, Leisure Zone
4:30 – 5:30 PM	Coralville Marine Ketelsen, Bish's. Crawdaddy, Hanks Boat
5:30 – 6:30 PM	Ketelsen , Bish's
6:00 – 6:30 PM	Leisure Time Golf, Bish's
6:30 – 7:30 PM	Hank's, VW Dock,,Bish's
7:00	Ford

### Thursday, January 25

8:00 AM	City Builders, RJ Performance Cedar Lake Easy dock
9:00 – 10:00 AM	DR Powersports
10:00 – 11:30 AM	Algona Marine, Hartwig Marine
11:30 - Noon	Couler Valley RV, Clear Lake Boats
12:30 - 2:00 PM	L&N Docks and Lift,
2:00 – 4:00 PM	Booths: Any 8x10 and 10x10
4:00	Jaspers RV

### Friday, January 28

8:00 AM-Noon	Booths: Any 8x10 and 10x10
10:00 AM	Frentress

Clean up crews can remain in the UNI-Dome until 8:00 PM, but garage door will be locked at 5:00 PM. Thursday

#### **UNI-DOME FIRE & SAFETY REGULATIONS:**

1. Any stairs with three or more steps must have a secure railing
2. Use only grounded extension cords in booth. Do not use power strips
3. No clip-on metal spot lights allowed
4. All batteries **unhooked**.
5. No propane or open flames
6. **Minimal fuel** in gasoline tanks

# EXPRESS CHECK-IN

## IOWA BOAT, RV, & VACATION SHOW JANUARY 26-28, 2024

Please mail, fax, or email us by **January 15th** the names of those **working** your booth and your badges will be ready when you arrive at the show. If you email, please put your Company Name and Iowa Boat Show on the email. (Please type or print neatly)

**COMPANY NAME:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you have more than 4 people **working** your booth or if you have company name badges that your employees will be wearing during the show, please list their names on your letterhead and we will check those people through the exhibitor entrance when they arrive.

***IOWA SPORTSHOWS, LLC***

PO Box 851

Waterloo, IA 50704-851

Phone: 319-240-3571

Fax: 319-235-8932

Email: [sales@iowasportshows.com](mailto:sales@iowasportshows.com)

Website: [www.iowasportshows.com](http://www.iowasportshows.com)

For your Records:  
Faxed/emailed or  
mailed on

\_\_\_\_\_

## **2024 Official Hotels for the Iowa Boat, RV and Vacation Show**

Please beware of hotel room block piracy. These fraudulent operations get access to contact information and exhibitors get calls offering to handle hotel bookings for the show. **PLEASE MAKE YOUR OWN HOTEL BOOKINGS!** Neither, Iowa Sportshows nor the area hotels will call you regarding this.

### **AmericInn by Wyndham**

5818 Nordic Drive,  
Cedar Falls, Iowa 50613  
Located off Highway 58  
Single or Double \$89.00 +tax  
for reservations call: 319-277-6166  
Ask for the Iowa Boat Show Rate



### **Holiday Inn Express and Suites**

1614 Technology Parkway,  
Cedar Falls, Iowa 50613  
Located off Hudson Road  
Single or Double \$94.00 +tax  
for reservations call: 319-277-2400  
Ask for the Iowa Boat Show Rate



Welcome Exhibitor,

It is with immense pleasure to announce that R & D Events Decorator has been selected as the Official Decorating contractor for the upcoming 36<sup>th</sup> Annual Boat, RV & Vacation show scheduled for January 26-28, 2024, at the UNI Dome in Cedar Falls, IA.

Show management has provided the following with each 10' x 10' booth purchased:  
8' high back wall curtains Black/Silver  
3' high side curtain black

Carpeting/padding are strongly encouraged.

Please find our exhibitor services kit for you to review and take advantage of discount pricing December 13 thru January 20, 2024.

All orders require prepayment in full to qualify. If you need additional services, please contact our offices to see how we may assist you.

Wishing you a successful show.  
R&D Events Decorator



**Booth order trade show vendor form**

**Tables:**

**Option: Price: Color: Qty:**

**Draped Round Tables:**

**Our draped round linens come in these colors (black, white, ivory or other)**

5 ft. dia. 30" tall (seating) Round table w/linen	\$75.00	_____	
Cocktail table 30 in. dia. 30" tall (seating) w/linen	\$75.00	_____	
Cocktail table 30 in. dia. 36" tall (counter) w/linen	\$75.00	_____	
Cocktail table 30 in. dia. 42" tall (standing) w/linen	\$75.00	_____	

**Draped Rectangular Tables:**

**Our draped skinny rectangular vinyl top & skirt come in these colors (black or white)**

4 ft. x 30 in. wide x 30 in. tall w/vinyl top & skirt	\$75.00	_____	
6 ft. x 30 in. wide x 30 in. tall w/linen	\$75.00	_____	
8 ft. x 30 in. wide x 30 in. tall w/linen	\$75.00	_____	
4 ft. x 30 in. wide x 42 in. tall w/vinyl top & skirt	\$75.00	_____	
6 ft. x 30 in. wide x 42 in. tall w/vinyl top & skirt	\$75.00	_____	
8 ft. x 30 in. wide x 42 in. tall w/vinyl top & skirt	\$75.00	_____	

**Draped Skinny Rectangular Tables:**

**Our draped skinny rectangular vinyl top & skirt come in these colors (black or white)**

6 ft. x 18 in. wide x 30 in. tall w/vinyl top & skirt	\$75.00	_____	
8 ft. x 18 in. wide x 30 in. tall w/vinyl top & skirt	\$75.00	_____	

6 ft. x 18 in. wide x 42 in. tall w/vinyl top & skirt \$75.00 \_\_\_\_\_

8 ft. x 18 in. wide x 42 in. tall w/vinyl top & skirt \$75.00 \_\_\_\_\_

**Plain Round Tables:**

5 ft. dia. 30" tall Round (seating) no cover \$30.00 \_\_\_\_\_

Cocktail table 30 in. dia. 30" tall (seating) no cover \$30.00 \_\_\_\_\_

Cocktail table 30 in. dia. 36" tall (counter) no cover \$30.00 \_\_\_\_\_

Cocktail table 30 in. dia. 42" tall (standing) no cover \$30.00 \_\_\_\_\_

**Plain Rectangular Tables:**

4 ft. x 30 in. wide x 30 in. tall no cover \$30.00 \_\_\_\_\_

6 ft. x 30 in. wide x 30 in. tall no cover \$30.00 \_\_\_\_\_

8 ft. x 30 in. wide x 30 in. tall no cover \$30.00 \_\_\_\_\_

4 ft. x 30 in. wide x 42 in. tall no cover \$30.00 \_\_\_\_\_

6 ft. x 30 in. wide x 42 in. tall no cover \$30.00 \_\_\_\_\_

8 ft. x 30 in. wide x 42 in. tall no cover \$30.00 \_\_\_\_\_

**Plain Skinny Rectangular Tables:**

6 ft. x 18 in. wide x 30 in. tall no cover \$30.00 \_\_\_\_\_

8 ft. x 18 in. wide x 30 in. tall no cover \$30.00 \_\_\_\_\_

6 ft. x 18 in. wide x 42 in. tall no cover \$30.00 \_\_\_\_\_

8 ft. x 18 in. wide x 42 in. tall no cover \$30.00 \_\_\_\_\_

**Booth carpet options: (Black carpet only)**

Dark carpet 10 x 10 \$150.00 \_\_\_\_\_

Dark carpet 10 x 20 \$300.00 \_\_\_\_\_

Dark carpet 10 x 30 \$450.00 \_\_\_\_\_

Carpet padding 10 x 10 \$150.00 \_\_\_\_\_

Carpet padding 10 x 20 \$300.00 \_\_\_\_\_

Carpet padding 10 x 30 \$450.00 \_\_\_\_\_

**Furniture and stools:**

Folding chair \$5.00 White, Black \_\_\_\_\_

Natural wood padded *chair* \$10.00 Oak \_\_\_\_\_

Padded Bar Stool (Bar height) \$50.00 Gray, Black, Tan \_\_\_\_\_

Handmade Oak Pallet Bar w/stools and back bar table \$725.00 \_\_\_\_\_

**Extra pipe and draping:**

**Our draping comes in these colors (black, white, silver)**

8 ft. tall drape (priced per foot) \$6.00 \_\_\_\_\_

3 ft. tall drape (priced per foot) \$3.00 \_\_\_\_\_

**Miscellaneous extras:**

Wastebasket with liner \$5.00 \_\_\_\_\_

Easel \$20.00 \_\_\_\_\_

Table Linen (ask for available color) \$30.00 Black, White, Ivory, other \_\_\_\_\_

Extension cord \$25.00 \_\_\_\_\_

Power strip \$20.00 \_\_\_\_\_

Black Retractable Stanchion \$20.00 \_\_\_\_\_

Ticket tumbler \$50.00 \_\_\_\_\_

Sign hooks \$1.00 \_\_\_\_\_

TV display screen \$500.00 \_\_\_\_\_

**Skilled Services:**

Booth Cleaning (trash removal, vacuum, etc. per day) \$75.00

*Need to catch a flight? Need help with your booth display? We can help with Booth installation/teardown (instructions must accompany the display)*

Skilled labor Install (per hour rate) \$70.00 \_\_\_\_\_

8am – 5pm Monday – Friday

Skilled labor Teardown (per hour rate) \$70.00 \_\_\_\_\_

8am – 5pm Monday - Friday

Overtime Labor (per hour rate) \$105.00 \_\_\_\_\_

Saturday, Sunday or after 5pm all days

\* Please Contact R & D Events staff directly regarding any Advance shipments and Freight inquiries. [Office@RandDEvents.com](mailto:Office@RandDEvents.com) or 1-319-202-8374

\* Please Contact the venue directly regarding any Utilities and power needs for the show floor.

**Contact/Business Info:**

*All fields required*

Your name: \_\_\_\_\_

Company name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Show name: \_\_\_\_\_

Show start date: \_\_\_\_\_

Show end date: \_\_\_\_\_



**Payment information:**

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

3 digit code: \_\_\_\_\_



Iowa Boat, RV and Vacation Show  
**SCOREBOARD ADVERTISING**

Your Ad Approximately 26' X 26'!



**Cost:** \$200 **Pixel Dimensions:** 672H X 650W

Ad will be up approximately 30 seconds and will rotate continuously throughout the show.

**Email** a camera ready JPG file or high resolution artwork and copy to [kreg@iowasportshows.com](mailto:kreg@iowasportshows.com) with the **subject line:** Scoreboard Ad Iowa Boat and RV Show. Copy deadline is January 8. Advertising is available to current exhibitors only.

Iowa **BOAT, RV &**  
**VACATION SHOW**



**Please keep the top portion for you files**  
**Fill-out and SCAN this portion to**  
**Kreg@iowasportshows.com**

Your invoice will be adjusted and emailed back

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

