



Upper Midwest Manure Handling Expo
SET for Fall: Safety, Efficiency, and Technology
Central Iowa Expo Center – Boone, Iowa
July 22, 2009

Exhibitor Information Guide

Main Office:
Iowa State University
Agricultural & Biosystems Engineering
3165 NSRIC
Ames, Iowa 50011

Expo Site:
Central Iowa Expo
1827 217th St.
Boone, Iowa 50036

Phone: 515-294-3153
Fax: 515-294-4250

http://www.ag.iastate.edu/wastemgmt/expo_home.htm

PRESENTED BY:

IOWA STATE UNIVERSITY
and
the **Iowa Commercial Nutrient
Applicators Association**

*For additional information not provided here please contact
Lara Moody (515-294-7355, lmoody@iastate.edu)*

Set-up:

Set-up officially begins at 10:00 a.m. on July 21, 2009. Set-up is to be completed by 8:00 p.m. Tear down begins at 5:00 p.m. on July 22, 2009. There will be an Expo Headquarters table located in the Expo exhibit tent for assistance.

Official Show Hours:

The official show hours for the Expo are 8:00 a.m. to 5:00 p.m. on July 22, 2009. **No vehicles are permitted access to the exhibit area during show hours.**

Shipping:

If you need to ship items for the Expo, please contact Lara Moody (lmoody@iastate.edu, 515-294-7355) for specific details. Shipping of items is available, but details may vary depending on the size of your shipment.

Storage During the Show:

A storage space has been designated for trailers, trucks, and crates. The storage area will be on the outside of the fence on the southeast corner of the facility. See Expo personnel for location.

On-Site Assistance for Loading and Unloading:

Individuals with forklifts and other equipment will be available on-site to assist you with unloading and loading your display items. The assistance will be available at no-cost. Loading and unloading will take place inside the fence in the southeast area of the site. You DO NOT need to contact us ahead of time to make arrangements for assistance.

Field Demonstration Meeting:

If you are interested in demonstrating your equipment, please contact Ben Puck (Cell: 712-790-2383; Home: 712-653-3045; puckben@mmctsui.com). Demonstration space is available on a "first come first serve basis".

All organizations that plan on participating in the field demonstrations must have a representative at the organizational meeting. **That meeting will be at 2:00 p.m. July 21, 2009, at the east edge of the exhibit sites in the demonstration area.**

Security:

The Expo exhibit area is completely surrounded by a chain link fence. It will be locked at 10:00 p.m. on July 21 and July 22 and unlocked at 6:00 a.m. on July 22 and July 23. Individuals will be on-site overnight to monitor the Expo area. We urge all exhibitors to take care that gas caps are taped down, that cell phones or laptops are not left lying in the open unprotected, and that in general an observant eye is kept on all materials. Most thefts can be prevented.

Exhibitor Site Amenities:

You exhibitor registration covers either a covered area with electricity or an uncovered lot without electricity. You may obtain additional amenities directly from the Central Iowa Expo including tents, electricity, internet, phone, and water. A form to order these items is included at the end of this document.

Accommodations:

Reservations should be made by June 23, 2009 to ensure the current room rates.

Best Western University Park (formerly Baymont): \$95/night

2500 University Blvd. 515-296-2500

Gateway Hotel: \$102/night

2100 Green Hills Dr. 515-292-8600

Holiday Inn (formerly Comfort Inn and Suites): \$99/night

2609 University Blvd. 515-268-8808

Days Inn: \$60.65/night

229 South Duff 515-232-0280

Heartland Inn: \$82.90/night

2600 SE 16th St. 515-233-6060

Driving Directions:

From the North/Waterloo:

Take Interstate 35 south to Exit 111. Take Highway 30 west to T Ave.

Or from Webster City take Highway 17 south to the Expo area near Boone.

From the West/Omaha:

Take Interstate 80 east to Interstate 35. Take Interstate 35 North to Exit 111. Take Highway 30 west to T Ave. Turn North

Or take Highway 30 East to Highway 17. Take Highway 17 North to Expo.

From the South/Des Moines:

Take Interstate 35 north to Exit 111. Take highway 30 west to T Ave. Turn North.

Or take Highway 17 north to Expo area near Boone north of highway 30.

From the East/Ames:

Take Highway 30 west to T Ave. Turn North.



UPPER MIDWEST MANURE HANDLERS EXPO

Exhibitor's Utility Service Order Form

Estimated Prices For 2009 Upper Midwest Manure Handlers Expo

Items checked below are at the expense of the exhibitor at the rates listed below. Central Iowa Expo, Inc. (CIE) equipment and services are being furnished subject to regulations. Credit will not be given for services ordered and installed but not used. Telecommunication lines will be provided to your Exhibitor space by CIE Staff. Exhibitor is responsible for providing analog telephone handsets and responsible for any connection to Exhibitor equipment. Customer is responsible for loss or damage to personal property or CIE equipment. Orders will be fulfilled only after payment is received in full. Long Distance Service will be billed following the show.

<u>Telephone</u>	<u>Advance Rate</u>	<u>Day of Show Rate</u>	<u>Total</u>
<u># of Lines</u>			
<input type="checkbox"/> X Service Plan A: Local Calls and 1-800 ONLY	\$75.00	\$100.00	= _____
<input type="checkbox"/> X Service Plan B: Local, 1-800, + Cost of LD Calls	\$75.00	\$100.00	= _____
<input type="checkbox"/> X Service Plan C: Local, 1-800, International Calling + Cost of LD or International Calls	\$100.00	\$125.00	= _____

Internet Service

<input type="checkbox"/> First Internet Connection	\$200.00	\$225.00	= _____
<input type="checkbox"/> Additional Internet Connection(s)	\$75.00	\$100.00	= _____

Electrical

<u>QTY</u>	<u>Advance Rate</u>	<u>Floor Rate</u>	<u>Total</u>
<input type="checkbox"/> 120 V. 15 amp <i>single outlet</i>	\$55.00	\$75.00	= _____
<input type="checkbox"/> Additional services please call for availability and price quote.			

Water Service

<input type="checkbox"/> Water Service <small>(Customer to make own connections from supply and drain to equipment. We do NOT supply hoses or connections. Water hoses supplying drinking or food preparation needs must be FDA approved.)</small>	\$50.00	\$75.00	= _____
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Tent Service

<input type="checkbox"/> X 20'x20' tent rental <small>Tent service provided in 20'x20' increments. Special requests or additional services, please call for availability and price quote.</small>	\$295.00	\$350.00 if available	= _____
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UTILITY SERVICE TOTAL \$ _____

PLEASE COMPLETE PAYMENT FORM ON NEXT PAGE



UTILITY SERVICE TOTAL \$ _____
(From Page 1)

CENTRAL IOWA EXPO, INC.
Exhibitor's Utility Service Order Form
Estimated Pricing For 2009 Upper Midwest Manure Handlers Expo

Items checked below are at the expense of the exhibitor at the rates listed below. Central Iowa Expo, Inc. (CIE) equipment and services are being furnished subject to regulations. Credit will not be given for services ordered and installed but not used. Telecommunication lines will be provided to your Exhibitor space by CIE Staff. Exhibitor is responsible for providing analog telephone handsets and responsible for any connection to Exhibitor equipment. Customer is responsible for loss or damage to personal property or CIE equipment. Orders will be fulfilled only after payment is received in full. Long Distance Service will be billed following the show.

Notice: Payment for service must accompany any order. Per Call charges will be billed following the show.
Day of Show Rates will apply to all orders not received by 7/14/09 at 5:00 PM.

Make checks payable to the Central Iowa Expo, Inc.

CIE Accepts: Mastercard or Visa (circle one) Credit Card # _____ Exp. _____

Name on Credit Card: _____

Card Holder Signature: _____

Company Name _____ Phone # () _____ Lot Number(s) _____

Address _____ City, State, Zip _____

Signature _____ Date _____

Return Completed Order Form To: Central Iowa Expo, Inc., c/o VenuWorks, 103 E. 6th Street, Ames, IA 50010 (515) 232-5151 Fax (515) 663-2022