



**IOWA EVENTS CENTER**  
Community Choice Convention Center  
EMC Expo Center | Wells Fargo Arena

730 3rd Street | Des Moines, IA 50309  
T: 515.564.8000 F: 515.564.8001

## Iowa Events Center Exhibitor Policies and Procedures

**FOOD SAMPLES** -- Food and beverage samples must not be greater than 3 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Client. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor. Exhibitors are responsible for complying with all Polk County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth. Please reach out to [Carrie.Petersen@oakviewgroup.com](mailto:Carrie.Petersen@oakviewgroup.com) if you are inquiring about having food samples and we will connect you with a Catering Sales Manager.

**HANGING SIGNS** -- Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the IEC. The IEC graphic, signs or advertising displays may not be blocked in any manner. All Exhibitor 2D and 3D Banners and Signs must be installed and removed by the Iowa Events Center and requests must be submitted to [Carrie.Petersen@oakviewgroup.com](mailto:Carrie.Petersen@oakviewgroup.com) at the Iowa Events Center 15 business days prior to the event move in date. Quotes and more information will be provided upon request and payment will be required prior to installation. More information on page 8-9 of this Exhibitor Packet.

**HELIUM BALLOONS** -- Distribution of helium balloons in the IEC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from the hall before the guests enter.

**VEHICLES ON DISPLAY** -- Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels, which are placed on display inside the IEC shall have no more than 1/5 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

Please contact our Exhibitor Services Coordinator, Carrie Petersen if you have any questions  
(515-564-8018 or [Carrie.Petersen@oakviewgroup.com](mailto:Carrie.Petersen@oakviewgroup.com)).