



IOWA EVENTS CENTER
Casey's Center | EMC Expo Center
Community Choice Convention Center

730 Third Street
Des Moines, IA 50309
T: 515.564.8000 F: 515.564.8001

SHIPPING INSTRUCTIONS FOR THE IOWA EVENTS CENTER

Iowa Bike Expo – January 23-24, 2026

- The Iowa Events Center accepts freight and materials up to 2 days prior to your contracted move-in date.
- Freight being delivered in advance without notice has the potential of not being accepted.
- **All materials, equipment, or freight sent to the Iowa Events Center MUST be clearly marked with the following information on each package to guarantee appropriate delivery:**

Iowa Events Center
Attn: Iowa Bike Expo/January 23-24, 2026
Exhibitor Company Name
730 Third Street
Des Moines, IA 50309

- Iowa Events Center does not take responsibility for incomplete, mislabeled shipments, un-packing, opening of crates, disposal, loss, or damage of the property, unlabeled shipments or non-pickups for outgoing shipments.
- The exhibitor must bring their own return labels and attach to all boxes/packages.
- All arrangements for return shipment pickups must be made with your company and your desired carrier.
- All items to be shipped out of the Iowa Events Center must have a scheduled pickup within 24 hours after the contracted event end date. Please use the below pickup address:

Iowa Events Center
730 Third Street
Des Moines, IA 50309

- Forklift Transportation: This is available for \$37.45 per hour (4 hour minimum). This must be arranged 10 business days prior to move in by emailing Carrie.Petersen@oakviewgroup.com. Price subject to change.

CREDIT CARD AUTHORIZATION

Please fax this form to our secure fax line: (515) 564-8008.

I authorize use of the below credit card for the following exhibitor services:

Number of Incoming Shipments	Per Package	Total
	\$35.00	

COMPANY NAME: _____ BOOTH #: _____

ONSITE CONTACT NAME: _____

PHONE NUMBER: () _____ - _____ AUTHORIZED SIGNER: _____

EMAIL ADDRESS FOR RECEIPT: _____

TYPE OF CARD (Check one):

☐ VISA ☐ American Express ☐ Master Card ☐ Discover

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____ CODE: _____

ZIP CODE FOR BILLING ADDRESS: _____