

Exhibit Space Details

Exhibit Space Equipment

Regular Booths: Each 8' x 10' booth will be set with 8' high black back drape and 3' high black side drape.

Premium Booths on the Mezzanine: Each 10' x 10' booth (1-4) will have 3' high black back and side drape. Booths (5-10) will have 3' high black side drape with open front and back entrances. Booths (11-19) will be set up with 8' high black back drape and 3' high black side drape.

Premium Booths in the Exhibit Hall: These 8' x 10' booths are strategically placed to draw in attendees and are set up with an 8' high black back drape and 3' high black side drape.

Standard 6'L x 30"H tables and Limerick® chairs by Herman Miller are available at a group rate if ordered through AIA Iowa's registration by August 17, 2026. Any orders placed after August 17, 2026 must be coordinated with Freeman. Please contact AIA Iowa at (515) 244-7502 with any questions about the group rate.

All orders placed with Freeman will be subject to a 16% building fee from the Iowa Events Center. This taxable fee will be added to your total charges and is not reflected in your online order summary. Please call Exhibitor Support (888) 508.5054 for a complete order total.

Exhibit Hall Carpet

The booths and exhibit hall are carpeted with the existing facility carpet.

Event Schedule

Discount Price Deadline

To take advantage of advance order discount rates, place orders online by August 26, 2026.

Exhibitor Move-in

Wednesday, September 23, 2026 12:00 PM - 08:00 PM

Exhibit Hall Hours

Thursday, September 24, 2026 07:00 AM - 06:30 PM

Friday, September 25, 2026 07:45 AM - 11:30 AM

Exhibitor Move-out

Friday, September 25, 2026 11:30 AM - 04:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

Shipping and Material Handling

Warehouse Shipping Address:

Exhibiting Company Name / Booth Number
AIA Iowa Chapter Annual Convention 2026
C/O TForce Freight / Freeman
5570 NE 17th St
Des Moines, IA 50313
US

Warehouse Shipping Information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning August 24, 2026 at the warehouse shipping address.

subject to change.

- Material arriving after September 16, 2026 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 08:00 AM - 03:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.

Event Site Shipping Address:

Exhibiting Company Name / Booth Number

AIA Iowa Annual Convention 2026

Iowa Events Center

C/O Freeman

730 3rd St

Des Moines, IA 50309-1302

US

Event Site Shipping Information

- Freeman will receive shipments at the exhibit facility beginning September 23, 2026.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (855) 435-3234.

Service Contractor Contact Information

Freeman

We want you to have a successful event. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

Exhibitor Frequently Asked Questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit our [FAQs](#).

Exhibitor Service Hours

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of exhibitor move-in to the last day of exhibitor move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Pre-event Checklist

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

Show paperwork and labels

- Complete the Material Handling Agreement paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

During Event Checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out Checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by September 25, 2026 - 04:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by September 25, 2026 - 02:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.