



## **DES MOINES HOLIDAY BOUTIQUE**

### **MOVE-IN RULES & PROCEDURES**

Each vendor will be assigned a specific date and time to set up their booth. These assignments will be communicated via a color-coded floor plan map posted in the online vendor guide 30 days prior to move-in. Driving into the building, if feasible, is only allowed during your assigned date and time. Hand carry or pushcart move-in is allowed any time during and/or after assigned time.

#### **Upon arrival at the facility:**

Go to the On-site Show Office to pick up your vendor badges. The office is located on the northeast side of Hy-Vee Hall, immediately north of the main entrance. Look for the show office signs.

**If you have individuals helping in your exhibit space during the show and you will not see them prior to the show, please leave their badges with us for Will Call. Your workers will not be able to get through security/tickets takers without a Vendor Badge.**

**If a vendor will be using a vehicle as part of their booth space, vehicles Keys MUST be given to Show Management once parked in booth.**

- Vehicles may NOT drive on carpeted areas. Clarify with Show Management Personnel if your exhibit space is located in a carpeted area.
- If you ordered carpet, tables, or chairs from GEMS (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the show and speak with them.
- If you ordered electricity or telephone service for your booth, please verify your order with the Iowa Events Center. They will be set up at the show Wednesday & Thursday during move-in for assistance.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors, so that other vendors can have their turn.
- If you need a hand truck, cart, or dolly for moving in your exhibit, please bring one with you as they are not provided by show management. Do not expect to find one at the facility for your use

#### **ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00 PM THURSDAY**

**No cars or trucks will be allowed in the building after this time.**

**Due to the aisle carpet installation, all large items must be placed inside your booth space by Noon on Thursday, November 14th.**

\*Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, November 14th, 8:00 pm. If you need additional time, please make special arrangements with Show Management.