

IOWA RECYCLING & SOLID WASTE MANAGEMENT CONFERENCE

October 3-5, 2011 | Holiday Inn & Five Flags Center | Dubuque, IA

Hosted by Iowa Recycling Association
and
Iowa Society of Solid Waste Operations
www.iraissoswoconference.org

Dear Exhibitor:

Your exhibitor registration for the 2011 Iowa Recycling and Solid Waste Management Conference and Trade Show is confirmed and appreciated. Please review the following information carefully.

Directions to Site

The Dubuque Five Flags Center is located at 405 Main St., Dubuque, IA 52001.
Link to maps/directions: <http://www.fiveflagscenter.com/directions.html>.

Parking and Hotel Accommodations

The official conference hotel is the Dubuque Holiday Inn, adjacent to the Convention Center. If you have not reserved your room yet, please do so as soon as possible. The conference room block expires September 2. To get the group rate of \$99, phone 563-556-2000 and mention "Iowa Recycling and Solid Waste Management" OR reserve online at <http://iraissoswoconference.org/hotel.html>.

Please contact us should you have difficulty obtaining accommodations.

Parking: There is a parking ramp located near the Five Flags Center on 4th St. (\$0.50/hour; \$6.00 maximum/day). On-street parking is metered. Parking at the Holiday Inn is complimentary to overnight guests.

Move-In/Move-Out

Large Equipment Exhibitors: Large Equipment will be located *inside* the convention center. To better accommodate you, please instruct your driver to call (515) 265-1596 with an estimated time of arrival. Conference and facility staff will be available to assist you.

All Exhibitors may move in between **9:00am-4:00pm on Monday, October 3**. Move-in must be completed by 4:30pm as the Exhibit Hall officially opens at 5:00pm with the Welcome Reception.

Exhibitor Check-In is located at the main registration desk in the Convention Center Lower Promenade. Please be sure to check in upon arrival to obtain your booth assignment, exhibitor packet, and name badge(s).

Exhibitors may **move out**:

- 1) After the Vendor Reception, **Tuesday, October 4, 7:00pm-10:00pm** (*Please do not move out during the Vendor Reception*) **OR**
- 2) **Wednesday, October 5, 7:30am-12:00noon.**

Other notes:

The loading dock is on the NORTHEAST side of the convention center. Enter via 5th St.

Loading dock dimensions: 10' wide by 22' tall

Conference volunteers will be available to assist you.

Booth/Additional Equipment/Services

Your 10' X 10' booth (Double: 10'X 20') comes with pipe and drape (color: charcoal), skirted table (color: black), two chairs, and a waste/recycling container.

Exhibit area is carpeted.

Wireless internet is available in the Exhibit Hall.

Electricity: Contact Teresa Kurtz if you have not ordered but require electricity for your display (\$50 in advance/\$60 floor order). Three-phase electrical is available; prior arrangements are necessary.

If you have other needs, please contact Teresa Kurtz.

Display/Package Shipping

Shipments must use the following procedure:

Packages addressed to the Five Flags Center need to include: 1) Person package is to be held for, 2) Name of group or meeting, and 3) Date of event.

Address packages to: Five Flags Center
405 Main Street
Dubuque, IA 52001

Outgoing packages must be prearranged with a shipping company. Boxes/displays need to be packed, sealed, and affixed with a shipping label.

Exhibit Hall Layout

Booth space is assigned first-come first-served, with priority given to sponsors. Booth numbers will be assigned by September 20. Check the conference website for booth assignments and Exhibit Hall layout after this date. http://iraisoswoconference.org/sponsors_exhibitors.html

Note: Booth assignments are not guaranteed and subject to change.

Additional Information

Golf Outing: Back by popular demand! A golf outing is planned for Monday, October 3, at Lacoma Golf Course, East Dubuque (tee times starting at 7:30am). Foursomes and singles welcome. Contact Brian Seals to sign up: 563-388-1447, bseals@wastecom.com.

Silent/Live Auction: Exhibitors are encouraged to donate auction items. This is a great way to attract attendees to your booth and to support the fundraising efforts of IRA and ISOSWO. To donate to the silent/live auction contact Paula Webinger, pwebinger@wastecom.com, 563-468-4218.

Please take your auction item to your booth for display. Conference staff will distribute bid sheets to booths. A live auction will take place at the Vendor Reception on Tuesday, October 4th at 6:00pm.

Tours: If you would like to take part in the Monday afternoon tours, 1:30pm-5:00pm, visit the conference website to register for a guaranteed spot (\$25) OR “take your chances”...exhibitors are offered FREE tours if space is available. Check with the registration desk upon arrival.

Welcome Reception: The Welcome Reception, sponsored by *Barker Lemar Engineering Consultants, City Carton Recycling, Dubuque Metropolitan Area Solid Waste Agency, and Yellowbook* will be held in the **Exhibit Hall—Monday, October 3, 5:00pm-7:30pm**. Exceptional food, beverage, activities, prizes, and live music will be provided.

Contact Information

****For immediate on-site assistance during the conference, call (515) 265-1596.**

Continue to check the conference website, www.iraisoswoconference.org for “up to the minute” additions and information.

Should you need more information prior to the conference, contact:

Teresa Kurtz tkurtz@iowarecycles.org (515) 265-1596

Don Vogt dvogt@cityofdubuque.org (563) 589-4250

Mailing address:

IRA/ISOSWO Conference

PO Box 10954

Cedar Rapids, IA 52410

Thank you for your support of and participation in the 2011 Iowa Recycling and Solid Waste Management Conference and Trade Show. We look forward to seeing you in October.

Sincerely,

Don Vogt, Chair, Exhibit Committee

Teresa Kurtz, Executive Director, Iowa Recycling Association

The 2011 Conference Planning Committee