



**Iowa Women's Leadership Conference 2018  
November 6 & 7, 2018  
Community Choice Credit Union Convention Center  
833 Fifth Avenue, Des Moines, IA 50309**

**Exhibitor Registration Form**

Company Name		
Company Representative		
Mailing Address-Street/PO		
City, State, Zip Code		
Email Address		
Phone	<b>Business:</b>	<b>Cell Phone:</b>
Additional Rep Name(s)		

PLEASE COMPLETE: (Exhibit fees do not include conference registration or materials)

- I am requesting a:
  - Business Display Table (includes one 8' skirted table, 2 chairs, wastebasket) - \$425 beginning July 9; \$525 after September 2
  - Nonprofit Display Table (includes one 8'skirted table, 2 chairs, wastebasket) - \$325 beginning July 9; \$425 after September 2
- Electricity is requested @ \$75.00 per day-must be prepaid prior to the conference.  
*\*Electricity must be requested and purchased in advance.*
- I would like to order # \_\_\_\_\_ of lunches requested @ \$25 each for total of \$ \_\_\_\_\_.  
*\*Lunch IS NOT INCLUDED with registration fee.*

Amount Enclosed: \_\_\_\_\_

Make check payable to the UI Center for Conferences or pay by Credit Card

Return completed form and payment to:  Master Card  Visa  Discover

The University of Iowa  
Center for Conferences  
Attn: Katie Smith  
250 CEF

Iowa City, IA 52242-1802  
Fax to 319 335-4039

Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp Date: \_\_\_\_\_ CCV Code \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Online registration:

<https://centerforconferences.uiowa.edu/iwlc-central-iowa-conference-exhibitor-registration>

If you have questions, or to request further service, please contact:  
Katie Smith at (319) 384-3287, Fax: (319) 335-4039, [katelyn-smith@uiowa.edu](mailto:katelyn-smith@uiowa.edu)

**NEW THIS YEAR:** Exhibitors may unload materials at the Convention Center on Monday, November 5<sup>th</sup> from 3:00 – 5:00 PM. SET-UP WILL NOT BE AVAILABLE AT THIS TIME. Materials will be stored securely overnight.  
Set-up is NOVEMBER 6TH at 6am. SET-UP MUST BE COMPLETED BY 7:30 AM when the conference opens.