



Welcome to the 2018 Des Moines Holiday Boutique Show Nov 2nd –4th at the Iowa Events Center at 833 5th Street!

Your months of planning and hard work are about to pay off! On behalf of the Show Team, we're thrilled that you're here and appreciate your business.

Our show team will be here during the entire event to help with anything you need to make this a successful event. **Our Show Office is in Room 333** in the **Grand Concourse** of the Community Choice Credit Union Building, **Exhibitor Services** is located in **Room 332**. Paid **Exhibitor Storage** is also located in **Rooms 301 and 402**. Please contact your Sales Consultant if you are interested in a storage space.

Enclosed you will find your admission passes for the show for friends, family, prospects or anyone else you would like to give them to. **Exhibitor badges will need to be picked up in the show office during move-in.** Once the show opens on Friday, November 2nd, Exhibitor badges can be picked up at the Show office. We will also have signs directing you to our Show Office once you arrive.

Also enclosed is the **move-in schedule** with your designated date and time for arrival. All exhibitors will be able to drive up to the doors and unload onto carts from the roll-up door entrance located off of the parking lot at the corner of 5th and Crocker Street. *Please also refer to the booth number on your contract.*

Exhibitors: Enter at 5th & Crocker Street

Blue Zone: Wednesday noon to 8 pm

Yellow Zone: Thursday 8 am- 8 pm

Exhibitors are responsible for your own staff and labor to move items from your vehicle to your booth. Please review the move-in process online, schedule and further details before coming to the show.

Our team is always here to help! Should you have any questions on the show, please visit our online Exhibitor Kit page below first. This page will have the full Exhibitor Kit and answers to questions regarding hotel, parking, storage, move-in, etc.

<http://www.desmoinesholidayboutique.com/Exhibitor-Kit>

Grand Ballroom Exhibitors: Freight elevators are available behind booth #704 going up to the Grand Ballroom level. Teams and signage will be provided to guide you to your booth.

A limited number of carts will be available, however you are responsible to move your product from your car to the show floor. Please bring your own carts as this will help greatly to expedite your move-in and avoid wait times for carts.

Exhibitors can unload in the Near North lot. Once unloaded, please move your vehicle to the Far North lot and you can park (paid parking) until 8 pm in the Far North lot.

Move-Out: Sunday, November 4th begins 5:01pm - midnight, and again 8 am - noon Monday, November 5th.

We wish you a successful show!

Shannon Nathe

Show Manager

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Show | Office Administrator

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