



## Exhibitor Shipping and Other Information

Thank you for planning to attend **The Real Estate Educators Association Conference** at the Iowa State Center. Your support and exhibits are valuable assets to the conference. We have been asked to coordinate the receiving and handling of display materials. We hope to make the process of sending your exhibit to and from the show easy and efficient as possible.

The Iowa State Center Scheman Building's event schedule requires that we request **exhibitors to ship display materials to arrive no earlier than 2 working days prior to the conference.**

If you are bringing your display and products, you can park on the north side of the Scheman Building and unload there. We have carts inside on the ground floor that you can use to bring your items to your booth.

You may start setting up on **Friday, June 21<sup>st</sup> from 12pm-5pm.** Tear Down will be **Sunday, June 23<sup>rd</sup>.**

If you will be shipping display equipment to the conference site, please use the following address to prevent lost displays and for security:

**NAME OF EXHIBITING COMPANY**  
**HOLD FOR: The Real Estate Educators Association Conference**  
**C/O Angie Weeks**  
**IOWA STATE CENTER**  
**SCHEMAN BUILDING, Suite 102**  
**IOWA STATE UNIVERSITY**  
**AMES, IA 50011**

Please use the attached shipping log form if you are sending any display equipment prior to the event.

The receptionist at the ground floor desk will be responsible for receiving and shipping all equipment. All equipment being shipped from the Scheman Building must have all paperwork attached to the equipment, and the carrier notified of the pickup.

All questions regarding displays or shipping should be directed to Iowa State Center, at 515-294-3347.



**Scheman Building Receiving Log for Conference Services**  
Scheman Building, Suite 102, Ames, IA 50011 Phone: 515-294-3347 Fax: 515-294-3349  
Please complete and return to the Iowa State Center prior to shipping.

Event: The Real Estate Educators Association Conference

Date of Event: June 21-23, 2013

Company Name:

Sender Name:

Number of Items:

Iowa State Center Contact: Angie Weeks

Expected Date of Arrival:

Your Name Here:

**After Event Shipping Instructions:**

Exhibitors/Senders are responsible for return pick-up arrangements.

**FED EX Procedures for Exhibitors/Senders:**

**Fed Ex call 800-238-5355.** Tell Fed Ex you are scheduling a pickup at the Iowa State Center, Iowa State University, Ames, Iowa 50011. The telephone number for the Iowa State Center is 515-294-3347. **We do not** have a street address, as we are part of the University. You may have to tell them Fed Ex comes here every day. Fed Ex requires two hours from time of pickup to the time we close. They will give you a pickup number. **Please record this number in the upper left hand corner for reference.** We have someone at the lobby desk, Monday thru Friday from 8:00 a.m. to 5:00 p.m.

**UPS Procedures for Exhibitors/Senders:**

**UPS call 800-742-5877.** With information, weight and measurement of package (width and length). For a call tag it generally takes two to three days. If you do not use a call tag, the Iowa State Center cannot ship by ground for clients. We only ship by next day air or 2nd day air.

**Roadway, Yellow Freight or etc.:**

Exhibitors/Senders are responsible for return pick-up arrangements.