



IOWA STATE UNIVERSITY
www.center.iastate.edu



Scheman Building Exhibitor Inbound Shipping Information

Thank you for planning to attend **Name of 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 start of your conference, (date of 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 **(date)**. Tear Down will be **(date)**.

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: (Name of Conference)
C/O IOWA STATE CENTER
SCHEMAN BUILDING Suite 102
1805 CENTER DR.
IOWA STATE UNIVERSITY
AMES, IA 50011

For security reasons:
Unidentified packages may be refused upon delivery.

All questions regarding displays or shipping should be directed to
Iowa State Center at 515-294-3348.