



Pheasants Forever's

NATIONAL PHEASANT FEST

February 26, 27 & 28, 2010

Iowa Events Center • Des Moines, Iowa

EXHIBITOR CHECK LIST & INFORMATION

Check List:

- Exhibit space is paid in full, if not, please send payment prior to January 1, 2010
- Contract signed and returned to Pheasants Forever, Inc., 1783 Buerkle Circle, St. Paul, MN 55110
- Email to kcarlson@pheasantsforever.org your Iowa Sales Tax Number
- Liability insurance policy - copy sent to
Pheasants Forever, Inc., 1783 Buerkle Circle, St. Paul, MN, 55110 – see attached insurance option
- Hotel rooms booked – see list of blocked hotel rooms

General Information:

Move-in and Set-up

Thursday, February 25, 2010 from 9:00 am to 7:00 pm

Friday, February 26, 2010 from 8:00 am to 11:30 am

Exhibitor Check-In

All Exhibitors must check in at the Exhibitor Check-In booth prior to setting up your booth. The Exhibitor Check-In Booth will be located just inside the loading docks in HyVee Hall and open all move-in hours. You will receive your show badges and directions to your booth at the Exhibitor Check-In booth.

Parking

Parking is available near the Iowa Events Center.

Show Hours

Friday, February 26, 2010 – 1:00 pm – 9:00 pm

Saturday, February 27, 2010 – 9:00 am – 6:00 pm

Sunday, February 28, 2010 – 10:00 am – 5:00 pm

- Your booth must be manned during show hours -

Exhibitor Booth Take Down

Sunday, February 28, 2010 beginning at 5:00 pm – *No Early Take Down!*

All exhibits must be removed from the building by midnight Sunday

ADDITIONAL INFORMATION IS AVAILABLE ON OUR WEBSITE WWW.PHEASANTFEST.ORG