Exhibit Fee and Cancellation Policy

All Annual Conference Expo fees will require credit card payment at the time of registration. If an assigned space is cancelled by the exhibitor on or before March 4, 2027, 50% of the total cost will be retained by LAI. If assigned space is cancelled by the exhibitor after March 4, all fees paid will be retained by LAI.

Exhibit Installation and Removal

Exhibitors will be provided with final details. Installation of exhibits at The Meadows Events & Conference Center is from 1-4 p.m. on Tues., May 4, and from 7-9:00 a.m. on Wed., May 5. Set-up and tear-down times are subject to change, and LAI will provide notice of this change in the pre-conference information. Displays must conform to local building and fire codes and regulations. Any booth not meeting booth requirements will be asked to correct the violation immediately. Assembled exhibits must not exceed the allotted booth space unless prior arrangements have been made with LAI. If additional space is needed, exhibitors will be required to purchase additional booth space. Your cooperation in not exceeding your allotted booth space is appreciated.

All exhibits will close no earlier than 4:00 p.m. on Wednesday., May 5. For safety reasons, as well as maintaining a professional and courteous atmosphere, any exhibitor closing or leaving their booth prior to this time may not be offered booth space in 2028. Each exhibitor is responsible for making the arrangements for removal of material from the exhibit area in accordance with instructions from The Meadows Events & Conference Center. All exhibits must be dismantled and removed by 8 p.m., Wed., May 5 Please contact LAI by April 23 if you need to discuss alternative arrangements for your booth installation and/or removal.

Shipment Information

Address packages to the following:
Prairie Meadows
LeadingAge Iowa 5/5- Booth Name or Number
1 Prairie Meadows Drive
Altoona, IA 50009
Package Arrival Time: We ask that packages arrive no earlier than 3 days before the conference (4/30 if possible)
For returning packages after the conference, if you provide a pre-paid label The Meadows will take care of sending your packages back.

Load In & Load Out Information

If you need to bring in large items, you can use The Meadows loading dock at the back of the building. Please notify Dawn Balder in advance if you require access to this area. Otherwise, the event center entrance is the easiest place for loading in and out.

Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

Failure to Occupy Space

Space not occupied by the close of the exhibit installation period as specified in the accompanying material will be forfeited by the exhibitor and this space may be resold, reassigned, or used by LAI. If the exhibit is on hand, LAI reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.

Safety and Security

Although limited security will be provided, exhibitors must provide security of their goods, materials, equipment and general display at all times. LAI will not be responsible for the loss or damage of any material for any cause. LAI will follow all Federal, State, and Local health and safety mandates in place at the time of this conference. Other precautions will be carefully considered as we get closer to the event, using the latest information and recommendations from experts.

Exhibit Booth Staff

Booth fees cover two exhibit booth staff per company. You may purchase up to two additional exhibit booth staff at $325 per additional booth staff when you register. Booth staff can join education sessions, meal functions, and networking opportunities during the entire conference.

Special Audio Visual Effects

Audio visual and other attention–getting devices and effects will be permitted only in those locations and in such intensity, in the opinion of LeadingAge Iowa, that they do not interfere with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

Door Prizes

Vendors can choose to supply a door prize to be displayed at their booth as a way of increasing your exposure to the group and saying “thank you” to the organizations that have supported your services throughout the years. If the winner does not claim their prize before the Solutions Expo closes at 4:00 p.m. on May 5, you will need to contact the winner to alert them of their prize. This is an additional benefit that gives you another chance to chat one-on-one! LAI will not be responsible for unclaimed prizes.