

**Iowa Hospital Association - IHA Annual MTG 2025**

October 7-8, 2025  
Iowa Events Center  
Des Moines, IA

[Booth details](#)

**Booth equipment**

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, one 8'L x 30"H draped table in black, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Please note: All orders placed with Freeman will be subject to a 16% building fee from the Iowa Events Center. This taxable fee will be added to your total charges and is not reflected in your online order summary. Please call Exhibitor Support at (888) 508-5054 for a complete order total.

**Exhibit hall carpet**

The booths and exhibits areas are carpeted with the existing facility carpet.

[Show schedule](#)

**Discount price deadline**

To take advantage of advance order discount rates, place orders on FreemanOnline by September 08, 2025.

**Exhibitor move-in**

Monday, October 6, 2025	3:00 PM - 6:00 PM	All Booths
Tuesday, October 7, 2025	6:00 AM - 7:30 AM	Main Concourse (Booths 1-21)
Tuesday, October 7, 2025	8:00 AM - 10:00 AM	Exhibit Hall (Booths 22-75)

**Exhibit hall hours**

Tuesday, October 7, 2025	7:30 AM - 2:45 PM	Main Concourse (1-21)
Wednesday, October 8, 2025	7:30 AM - 2:15 PM	Main Concourse (1-21)
Tuesday, October 7, 2025	10:15 AM - 2:45 PM	Exhibit Hall (Booths 22-75)
Wednesday, October 8, 2025	7:30 AM - 10:45 AM	Exhibit Hall (Booths 22-75)

**Exhibitor move-out**

Wednesday, October 8, 2025	10:45 AM - 2:00 PM	Exhibit Hall (Booths 22-75)
Wednesday, October 8, 2025	2:15 PM - 3:45 PM	Main Concourse (Booths 1-21)

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

[Shipping and material handling](#)

**Warehouse shipping address:**

Exhibiting Company Name / Booth Number  
Iowa Hospital Association-IHA Annual MTG 2025

subject to change.

C/O TForce Freight / Freeman  
5570 NE 17th St  
Des Moines, IA 50313

- Freeman will accept crated, boxed or skidded material beginning September 08, 2025 at the above address.
- Material arriving after September 29, 2025 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

Exhibiting Company Name / Booth Number  
Iowa Hospital Association - IHA Annual MTG 2025  
Iowa Events Center  
C/O Freeman  
730 3rd St  
Des Moines, IA 50309  
USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning October 06, 2025.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Service contractor contact information**

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

### **Exhibitor frequently asked questions**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

### **Exhibitor service hours**

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### **Pre-show checklist**

#### **Labor information**

- Carefully read the Union Rules and Regulations to determine your labor needs.

subject to change.

- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

### **Show paperwork and labels**

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### **During show checklist**

#### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

### **Move-out checklist**

#### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by October 08, 2025 - 3:45 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by October 08, 2025 - 3:30 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

#### **Excessive trash and booth abandonment**

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.