

## FUNCTION SPACE BID FORM

### GENERAL INFORMATION:

Convention Center / Hotel Name:	Iowa Events Center		
Convention Space Contact	Janelle Schmidt	Position	Sales Manager
Address	730 Third Street		
City, State/Province	Des Moines, Iowa	Zip/Postal Code	50309
Telephone:	515.564.8052	Fax:	515.564.8001
E-Mail Address	Janelle_Schmidt@comcastspectacor.com		

### CONVENTION CENTER ROOMS BEING HELD FOR FORUM:

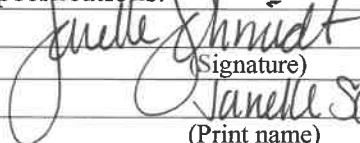
Room Name/Number	Purpose	Seating Capacity – Banquet (rounds)	Seating Capacity – Theater style
Ballroom A	Seminar	800	1000
Ballroom B	Seminar	800	1000
302-304	Seminar	180	300
305-307	Seminar	180	300
308-310	Seminar	180	300
312-314	Seminar	180	300
315-317	Seminar	180	300
318-320	Seminar	180	300
101-103	Seminar	240	400
104-106	Seminar	240	400
107-108	Seminar	160	300
311	Forum Planning Office	70	100
301	Forum Registrar Office	70	100
Boardroom 2	Host Committee Office	70	100
Boardroom 3	Seminars Office	70	100
Business Center	Seminar Evaluation Office	30	40
321	Storage Area	50	70
Boardroom 4	Treasurer's Office	N/A	N/A
Hall A	Forum Store	N/A	N/A
Hall A	Exhibits Area	N/A	N/A
Hall B/C	Meal/General Session Hall	6000	6000

### MISCELLANEOUS CONVENTION CENTER INFORMATION:

Concession Stands in convention center? If so, when in operation?	Yes, available based on event requirements.
Security requirements and costs	Available, not required.
Emergency medical technicians requirements and costs	Available, not required.

Convention center ADA accessible – elevators, ramps, entrance?		Yes, all areas are ADA accessible			
Public Parking?	Yes	Cost per day or hour?	Current rate is \$8 per car.		
Union Workers?	No	What functions or restrictions?	N/A		
Will the following items be provided at no charge to the FORUM?					
General session 230 round tables with 10 chairs each and with four colors of linens	Yes: White and Black Linen	General Session 230 round tables with linens and 10 chairs each	Yes; White and Black Linen	Water service in seminar rooms?	Yes
Telecommunications					
Wired internet service with Ethernet connection in seminar room for one user  Daily Charge  Installation Fee	\$200 per room (one time fee)	Standard High-speed private wireless Wi-Fi in office, Forum Store, Pre-registration booth, and/or seminar room for 15 users  Daily Charge  Per Person Charge  Installation Fee	\$400 per seminar room (one time fee) No daily charge, per person charge or install fee.	Standard wireless Wi-Fi in all seminar rooms and general session hall open to all users  Daily Charge  Per Person Charge  Installation Fee	\$6000 (one time fee) No daily charge, per person charge or install fee.
Telephone with wired line  Daily Charge  Installation Fee	\$200 No daily charge or install fee				
Any other convention center services, fees, etc. for which the FORUM is expected to pay? (describe)		Power/Electrical is \$75 per extension cord/power strip. Pipe/drape is \$3 per foot. *Current rates			

This Convention Center/Hotel has read the above specifications and will agree to those specifications.

	11-22-14
(Signature)	(Date)
Janelle Schmidt	Sales Manager
(Print name)	(Title)