
Contact Leslie Wolf at 816-891-9500 if you are having issues getting logged in

Show Information

8' High Backwall Drape:	Blue
3' High Sidewall Drape:	Blue
Exhibit Hall Carpet:	Exhibit Hall is NOT carpeted
Aisle Carpet:	None

Booth Information

Booth Size: 10' x 10' or Larger if Ordered

Equipment:

8' high drape back wall

3' high drape side rails

(1) Wastebasket

(1) ID sign (7" x 44") – single line

[Information regarding Shipping Labels, Building Specifications and Policies & Procedures can be located under the "Additional Information" section on the left hand side of the page](#)

Vendor Move-In Instructions

Hall A

Vendors exhibiting in **Hall A** will enter the building through the **3rd Street Roll-Up Door**. Depending on the number of booths and scheduled load-in times, we will have a police officer stationed on 3rd Street to help monitor traffic and direct vehicles during move-in.

A **Move-In Supervisor** will be on-site to check vendors in and out as they arrive.

Halls B & C

Vendors exhibiting in **Halls B & C** will access the loading docks through the **Park Street Entrance** and will exit via **Center Street**.

The **Des Moines Police Department** will have a vehicle stationed at the **5th Avenue and Center Street exit** to prevent vehicles from entering through the exit lane.

Dock spaces are available on a **first-come, first-served basis** during each vendor's scheduled load-in time. A **Move-In Supervisor** will be present to check vendors in and out upon arrival.

300 Level / Ballroom

Vendors exhibiting on the **300 Level/Ballroom** will load in through the **Community Choice Roll-Up Door**. Access this entrance by driving through the **Orange Lot** and proceeding to the **eastern portion of the parking lot**.

A **Move-In Supervisor** will be stationed at this entrance to ensure vendors are arriving and departing during their assigned move-in times.

Booths Shipped to the Advance Warehouse

Vendors who shipped their booth materials in advance to **Liberty Expo** and **do not need to unload additional items at the loading dock** may disregard their scheduled move-in time. These vendors may move in at any time during the following hours:

Wednesday, July 29: 9:00 a.m. – 7:00 p.m.

Thursday, July 30: 9:00 a.m. – 7:00 p.m.

If you shipped materials to Liberty Expo **and** have additional items that must be unloaded at the loading dock, you **must** move in during your assigned load-in time.

FIRE MARSHAL GUIDELINES

Fire Plugs

Fire plugs shall be consistently marked and identifiable – recommendation: spray painted red with white lettering i.e. "FD Access Do Not Block"

Fire plugs shall not be covered by carpet, objects, obstructions, etc., if carpet is necessary, it must be easily moveable (individual section of carpet that can be moved and does not have any obstructions on top that would hinder movement, shall be identifiable to potential oncoming crews

Aisles and Exit aisles
Aisle width shall be a minimum width of 10ft
Perimeter of exhibit halls (whether using one hall, two halls, etc.) will be considered an aisle and have minimum 10 ft width between the wall and the nearest object, set up, booth, etc.

Vehicles & Boats inside Assembly areas
Batteries disconnected
Fuel in tanks does not exceed one-quarter tank or 5 gallons (19L) (whichever is least)
Fuel tanks and fill openings are closed and sealed to prevent tampering
Vehicles, boats, or other motor craft equipment are not fueled or defueled within the building

Important Dates	
Monday, July 20, 2026	Discount Deadline for orders received with payment.
Monday, June 22, 2026	Advance shipments may begin arriving at the warehouse between 8:00AM & 3:30PM.
Wednesday, July 22, 2026	Last day for Advance Shipments to arrive at warehouse without surcharges.
Tuesday, July 28, 2026	Direct Shipments may begin arriving at show site starting @ 8:00AM.
Thursday, July 30, 2026	Direct Shipments must be delivered by 4:30PM - Will deliver these shipments to your booth asap.
Freight Carrier Check-In and	All Freight Carriers must check in at the service desk by 10:00AM on Monday, 8/3/2026.
Force Freight Time	Freight will be forced if Freight Carrier has not checked in by 11:00AM on Monday, 8/3/2026.

TO QUALIFY FOR DISCOUNT PRICING, ORDERS MUST BE RECEIVED WITH FULL PAYMENT ON OR BEFORE THE ADVANCED PRICING DEADLINE.
PAYMENTS THAT ARE NOT RECEIVED IN FULL BY THE ADVANCED PRICING DEADLINE WILL BE CHARGED THE FULL STANDARD PRICE.

IF YOU ARE PAYING BY CHECK OR WIRE TRANSFER/ACH, PLEASE MAKE SURE THE PAYMENT WILL BE RECEIVED
BY THE BEGINNING OF THE EVENT.

ALL PAYMENTS MUST BE RECEIVED IN FULL BY THE CONCLUSION OF THE SHOW!

Show Schedule						
July 2026						
Tuesday, 7/28	Wednesday, 7/29	Thursday, 7/30	Friday, 7/31	Saturday, 8/1	Sunday, 8/2	Sunday, 8/2
Move-In BULK BOOTHS BY APPOINTMENT ONLY	Move-In ALL VENDORS	Move-In	Show Hours Industry Day	Show Hours	Show Hours	Move-Out IF YOU ARE IN HALL A YOU HAVE TO BE OUT ON SUNDAY
9:00AM to 5:00PM	9:00AM - 7:00PM	9:00AM - 7:00PM	11:00AM - 4:00PM	10:00AM - 5:00PM	10:00AM - 4:00PM	4:00PM - 9:00PM
						Monday, 8/3 Move-Out 9:00AM - 12:00PM

Payment Information	
Bank Wire Transfer/ACH Information: Account Name: Liberty Exposition Services Address: 1821 Bedford Avenue, North Kansas City, MO 64116 Bank: Verimore Bank Bank Address: PO Box 277, Liberty, MO 64069-0277 Routing Number: 301271460 Account Number: 544000025	Please Address All Checks to: Liberty Exposition Services, Inc. 1821 Bedford Avenue North Kansas City, MO 64116

All payments must be in U.S. Funds.

Empty Return Schedule

Date of Move-Out

Sunday, August 2, 2026

Start time for Empty Container Return

4:00PM

Shipping Addresses**Advance Shipments**

Liberty Exposition Services
c/o TForce Freight
5570 NE 17th St
Des Moines IA 50313

GOALS 2026

Company: _____

Booth #: _____

Late Freight:

Late Freight charges apply to shipments that arrive at the Advanced Warehouse past the deadline stated above. These shipments will be subject to courier charges in addition to late freight charges.

Additional Advance Shipment Information

- Shipments should arrive on or before Wednesday, July 22, 2026

Direct Shipments

c/o Liberty Exposition Services
Iowa Event Center
730 3rd Street
Des Moines IA 50309

GOALS 2026

Company: _____

Booth #: _____

Overtime:

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight - Shipments delivered to show site before 8:00 AM or after 4:30 PM Monday through Fridays or delivered anytime on weekends or holidays.

Outbound Freight - Shipments loaded after 4:30 PM on weekdays or anytime on weekends or holidays.

Additional Direct Shipment Information

- Shipments will be accepted beginning on: Tuesday, July 28, 2026