



THE AMERICAN LEGION OF IOWA
2019 MID-WINTER CONFERENCE

Exhibit Table Request

Due to Department: December 31, 2018

1. Tables Requested: Please check all for which you are applying.

- Programs Fair Table – Iowa Room A – Saturday, 7:30 – 8:30 am,
- Exhibit Table – Ballroom Foyer
 - Friday, 9:00 am – 9:00 pm
 - Saturday, 9:00 am – 3:30 pm
- Exhibit Table – Courtyard
 - Friday, 6:00 pm – 10:00 pm
 - Saturday, 5:00 pm – 10:00 pm

For Department Use Only
<input type="checkbox"/> Approved
<input type="checkbox"/> Rejected

Department Adjutant Signature

2. Organization:

- The American Legion, Department of Iowa
Commission/Committee/Program: _____
- American Legion Auxiliary, Department of Iowa
Commission/Committee/Program: _____
- Sons of The American Legion, Detachment of Iowa
Commission/Committee/Program: _____
- Other Organization:
 - Organization Name: _____
 - Organization Address: _____
 - City, State, Zip: _____
 - Organization Website: _____
 - Organization Phone: _____

3. Point of Contact:

Name: _____

Phone: _____

Email: _____

4. Submission, Approval, and Restrictions:

- a. All requests must be received no later than 30 days prior to the conference.
- b. Submission of request does not guarantee a table. Authorizations for tables shall be approved by The American Legion Department Adjutant and the American Legion Auxiliary Executive Director where applicable.
- c. Any fundraising activity must be for Department or National level programs only. Any raffles conducted must provide proof of gambling license and sales tax permit at time of application and must be disclosed in item #5.
- d. Use of microphones or sound systems must be approved by the Department Adjutant and disclosed in item #5. Request for use of any sound system or microphone leased or contracted by The American Legion, Department of Iowa, or the American Legion Auxiliary, Department of Iowa, must be approved by the Department Adjutant and requested in advance in item #6.

Return to: **The American Legion, Department of Iowa**
 720 Lyon Street
 Des Moines, IA 50309

Online: **www.ialegion.org/midwinter**

Deadline: **December 31, 2018**

5. Table Description:

Please describe programs, products, and services which will be promoted at your table. Attach additional pages if necessary.

6. Materials Requested:

Please list materials you are requesting from The American Legion, American Legion Auxiliary, or Sons of The American Legion for use at your table such as National or Department printed materials (program brochures, pamphlets, etc.). You will be provided a covered table, two chairs, and a table tent identifying your program. **Any other materials will be your responsibility.**
