



THE AMERICAN LEGION OF IOWA  
2024 MID-WINTER CONFERENCE

**Exhibit Table Request**

**Due to Department: December 31, 2023**

**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

| 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 the deadline of December 31, 2022.
- b. Submission of a 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 the 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.

**5. Table Description:**

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

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**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 tables 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.**

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

**Online:**             **[www.ialegion.org/midwinter](http://www.ialegion.org/midwinter)**

**Deadline:**         **December 31, 2023**