

Vendor Table Pre-Registration

Join Iowa Veterans and showcase your organization at the annual Veterans Day at the Capitol. Registrations are now being accepted. We are accepting only 20 pre-registrations, so sign up today! I will reply that I received your request.

(No Retail Sales Allowed)

General Information:

Vendor Organization Name: _____

Vendor Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

E-mail: _____ Phone _____

Booth Information:

Type of services to be promoted:

Please note:

1. Vendors **MUST** pre-register. No day-of-event registrations.
2. There will be no priority placements. Space assignments will be made for the first **20** vendor pre-registrations received.
3. One table (approx. 6-8 feet and some half rounds) and two chairs will be provided for each vendor. These tables will be located by the Rotunda staircase. First come, first served.
4. Electricity and Wi-Fi internet access will **NOT** be available.
5. Each vendor is responsible for their own set up after 7:30 am and must be finished by 9:00 am. Tear down can begin at your convenience but needs to be done and cleaned up no later than Noon.
6. **Vendors are to return the table and chairs used to the appropriate area and any clean-up needed for the space used. Trash must be moved to appropriate receptacles.**

***For more information about this event, please contact:
Karl Lettow at 641.750.8052; Karl.Lettow@iowa.gov; OR
Polly Roll at Polly.Roll@ivh.state.ia.us.***



2024 VETERANS DAY AT THE CAPITOL



**January 17, 2024
Des Moines, IA**



***“Empowering
Veterans through
activism and unity”***