



2013 Iowa Outdoor Expo Policy Exhibitors & Vendors

September 28th 9am - 5pm, September 29th 10am - 4pm

The Iowa Outdoor Expo is committed to providing a free event for families to learn, explore and rediscover outdoor recreation. This is our 5th year in operation and since its inception our team has successfully encouraged over 20,000 Iowans to explore the great outdoors. Iowa Outdoor Expo is a unique organization that strategically links families, outdoor activities, and the opportunity to learn, grow and explore.

Our vision has and continues to open the outdoors to kids and families through hands on activities, giving the public an opportunity to learn an activity that will take them outside for the rest of their life. While doing this, we are creating outdoor stewards who respect our natural resources and have a passion to share it with others. The Iowa Outdoor Expo is supported by a partnership between the Des Moines Izaak Walton League and the Iowa Department of Natural Resources. The event is to provide the public with hands-on learning activities from kayaking and canoeing, tasting delicious Dutch oven creations, to trying your hand at elevated archery.

How can your organization get involved? See below:

EXHIBITORS:

The Iowa Outdoor Expo is designed to be an educational event with many different **FREE** interactive, “hands-on” exhibits, seminars and activities. The Expo focuses on the education of hunting, fishing, wildlife watching, shooting sports, outdoor skills, concepts of “fair chase,” ethical conduct in the outdoors, wildlife/fish and habitat management and stewardship, landowner respect and the respect of public property.

The Expo is open to all organizations, agencies and businesses that have a vested interest in conserving, promoting and enhancing Iowa’s outdoor heritage. The Expo provides an opportunity for the general public to learn about fish, wildlife and outdoor recreation opportunities, skills and ethics.

Activity/Exhibitor set up will begin at 10:00 a.m. on Friday, September 27th and must be completed by 7:00 p.m. All displays must remain up until Sunday, September 29th at 4:00 p.m. All activities/exhibitors must provide staff at their booth during all hours the Expo is open to the public. Please let us know if you will need additional help.

EVENT DETAILS:

The 2013 Expo is scheduled for September 28th from 9:00 a.m. to 5:00 p.m. and September 29th from 10:00 a.m. to 4:00 p.m.

Please note that the Expo will take place, RAIN OR SHINE!

The Expo is free and open to the public. Free parking can be found east of the Des Moines Izaak Walton League clubhouse located at 4343 George Flagg Parkway, Des Moines, IA 50321. Look for event and parking signs.

SECURITY:

On site security is provided throughout the event and during the nights of both Friday and Saturday.

CONCESSIONS:

Food and beverage concession are available for purchase during the event.

DONATIONS & HANDOUTS

Please bring all donated items for give away drawings and handouts/flyers to the registration table.

In this packet you also find the exhibitor application form and sponsorship information.

Deadline for applications is August 31st, 2013.

For more information regarding the 2013 Iowa Outdoor Expo, please feel free to contact me at (515) 729-6037 or email at Rachel.Ladd@dnr.iowa.gov.

Thank you,



Rachel Ladd
Iowa Outdoor Expo Coordinator



Iowa Outdoor
EXPO
For Kids and Families

Exhibitor & Vendor Application Form

Name of Organization/Business/Agency/Individual: _____

Contact for Registration/Payments: Name: _____

Day Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact for Onsite/Set-up/Take Down:

Name and Title: _____

Day Phone: _____ Email: _____

Exhibit Information

Is your exhibit: Hands-on activity/exhibit Seminar/Demonstration Other

Please briefly describe your exhibit. Include the desired environment/location, the topic, target audience.

Special requests other than the standard 20' x 20' outdoor display (i.e. next to or away from another exhibitor; booth shape; location request; etc.) Each booth will come with a table, 2 chairs and a 10'x10' EZ- UP tent as requested and as supplies allow:

We will try to accommodate requests, but cannot guarantee that all will be accommodated. Please note all exhibits are subject to a health and safety inspection by Iowa Outdoor Expo personnel.

Workshop/Presentation Information

The Expo planning committee is looking for individuals to provide workshops or presentations. These sessions could include calling demonstrations, wildlife identification or other activities.

Our organization would like to present during the 2013 Expo: ___ Yes ___ No

Presentation Title: _____ Presentation Length (max 20 min.) _____ minutes

Presentation Description: _____

Vendor Information

Type of Product: _____

Do you need electrical power? ___ Yes ___ No If yes: ___110V or ___220V

Food vendors: List the specific equipment that needs to be plugged in (roasters, coffee makers, fryers, etc.):

All food vendors will be required to have a Temporary Food Establishment License from the Iowa Department of Inspections & Appeals, Food & Consumer Safety Bureau located at:
<http://www.dia.iowa.gov/page29.html>

Licenses are required to be posted and all food vendors are subject to a health and safety inspection by Iowa Outdoor Expo personnel and the Health Inspector.

For any questions, comments or to request a copy of insurance, please contact Rachel Ladd at (515) 729-6037 or rachel.ladd@dnr.iowa.gov.