

Spring Fest Exhibitor Manual

April 13, 2024

9:00 a.m. – 4:00 p.m.

Deadlines

- Form 1 due Friday, January 26, 2024
- Form 2 due Friday, February 16, 2024

Rentals & Services

- Tents – One order will be placed at Midwest Rentals. Inc. Tents will be billed to the department or student organization. All tents must be ordered through Spring Fest Exhibitor Form 1. A delivery/pick-up fee of up to \$120 will be applied to each tent ordered. If you wish to add sides to your tents, those are available for \$26.25 per 30' wall plus a set-up fee.
 - 15'x15' \$292.83 – Fits 2 tables comfortably
 - 15'x25' \$359.13 – Fits 3-4 tables comfortably
 - 20'x20' \$323.21 – Fits 4-6 tables depending on the formation
 - 20'x30' \$381.23 – Fits 8-10 tables depending on the formation
 - 20'x40' \$503.88 – Fits 8-12 tables depending on the formation
 - 30'x45' \$722.67 – Fits 18-24 tables in a rectangular form
 - 30'x60' \$870.19 – Fits 28-32 tables in 2 aisles
 - 40'x80' \$1411.20 – Fits 35-40 tables in aisles
- Fire Extinguishers – One order will be placed by the event coordinator for all tents and food service areas based on the Spring Fest Exhibitor Forms
- Electricity – Departments/Organizations are responsible for ordering if necessary
 - Work Order through your business office completed one month prior to the event
 - Include the following in your work order
 - Location of tent on campus
 - Location inside of the tent where electricity is needed on a map
 - Explain what the electricity will be used for (i.e. popcorn machine, computer, lights, etc.)
 - Power can only be guaranteed to reach the tent in 1 location so you may need to provide extension cords and power strips
- Tables/Chairs – Departments/Organizations are responsible for providing their own or ordering in 1 of 2 ways
 - Purdue Grounds Department – Work Order through your business office
 - Request tables/chairs through Form 1 and price will be included in your quote
 - 8' table
 - Black plastic chair
- Trash Cans – Departments/Organizations are responsible for ordering
 - Work Order through your business office
 - A minimum of 2 per tent/area is required
 - Maintenance will empty trash cans

- Water – Departments/Student Organizations are responsible for ordering if necessary
 - Work Order through your business office
 - Include the following in your work order
 - location of tent on campus
 - location inside of tent where water is needed
 - the reason water is necessary
- Helium Tanks – Departments/Student Organizations are responsible for ordering if necessary in 1 of 2 ways
 - Materials Management Distribution Center 765-494-9736
 - Midwest Party Rentals 765-423-5543

Events/Activities

- Student Organizations interested in participating must submit an activity planning form a minimum of two weeks in advance
- All events/activities must have an educational component
- As you plan your event/activity think about the following
 - Objectives for exhibitor
 - What is the message you want to convey to the participants?
 - Use action verbs i.e., develop, learn, gain
 - Objectives for attendees
 - What do you hope the participants will learn or remember?
 - Use action verbs i.e., learn, view, experience

Fundraising

- All fundraising activities and prices must be listed on the Spring Fest Exhibitor Forms
- All beverages must be Coca-Cola Products
 - Coke, Diet Coke, Sprite
 - Dasani water
 - Minute Maid juice

Volunteers

- All volunteers are required to have a background check which can be found at [Administrative Manual on University Volunteers](#)
- Exceptions
 - Current faculty and staff
 - Adjunct faculty members, associate staff members, affiliate staff appointees and visiting scholar appointees
 - Currently enrolled students
 - Guest lecturers/speakers and entertainers

Parking Requests

- Participants may request a parking permit to load/unload a vehicle in a closed/restricted area by submitting a request on Spring Fest Exhibitor Form 2
- Permit must be visible while parked in a restricted area