

Spring Fest Exhibitor Manual

April 18, 2026

9:00 a.m. – 4:00 p.m.

General Information

- Spring Fest is an annual event organized by the College of Agriculture and open to the public.
- Our goal is to bring the community together for fun and hands-on experiences that spark curiosity and showcase Purdue's enduring impact on education and innovation within agriculture and beyond.
- This event is open to exhibitors from colleges, centers, departments and student organizations within Purdue University. Two participation forms must be completed.
 - Form 1 is used for groups to commit to being an exhibitor by requesting space and reserving tents and accessories.
 - Form 2 is used to capture specific information about the groups and activities located within your site. This information will be used in the pocket guide, which includes a map with sites, list of activities, food and demonstrations. It is handed out to attendees the day of the event. Each exhibitor should provide at least one free educational activity or experience.
- We will create a communication plan that will be shared with exhibitors. This plan will include:
 - Event tool kit with flyer templates, a Four Winds graphic, and sample social media posts with digital assets
 - Media outreach
 - Promotional videos
- If you plan to order any swag or apparel for this event, be sure to follow [Purdue University Brand Guidelines](#)
- The College of Agriculture will arrange the following:
 - Place one order with American Tool & Party Rentals for all tents and accessories.
 - Submit the parking lot/road closure forms.
 - Coordinate with Emergency Preparedness and Planning to develop an event action plan.
 - Complete work orders for:
 - Utility locates for tent sites.
 - Staffing an EMT the day of Spring Fest.
 - Student patrols for Friday evening and all-day Saturday.
 - Provide trash cans in general areas around the Spring Fest sites.
 - Partner with Purdue Fire to coordinate the installation of fire extinguishers for tents as needed.
 - Hang no smoking and no vaping signs in all tents.

Deadlines

- Form 1 due Friday, Jan. 23, 2026
- Form 2 due Friday, Feb. 13, 2026

Rentals & Services

- Tents – One order will be placed with American Tool & Party Rentals. For safety reasons, personal tents may not be used. Tents will be billed to the department or student organization. All tents must be ordered through Spring Fest Exhibitor Form 1. If you wish to add sides to your tents, those are available for \$25 installed per 20' wall.

All sizes in feet.

- 10'x20' \$300 – Fits 3 tables comfortably
- 15'x15' \$375 – Fits 2 tables comfortably
- 20'x20' \$400 – Fits 4-6 tables, depending on the layout
- 20'x30' \$500 – Fits 8-10 tables, depending on the layout
- 20'x40' \$600 – Fits 8-12 tables, depending on the layout
- 30'x30' \$360 – Fits 10-12 tables, depending on the layout
- 30'x45' \$540 – Fits 18-22 tables in a rectangular form
- 40'x40' \$640 – Fits 20-24 tables, depending on the layout
- 30'x60' \$720 – Fits 28-32 tables in 2 aisles
- 40'x80' \$1,280 – 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 Business Office for Student Organizations (BOSO) or your business office one month prior to the event
 - Include the following in your work order:
 - Location of tent on campus.
 - On a map, location inside the tent where electricity is needed.
 - Explain what the electricity will be used for (i.e., popcorn machine, computer, lights, etc.)
 - Power can be guaranteed to reach the tent in ONLY 1 location, so you might need to provide extension cords and power strips.
- Tables/chairs – Departments/organizations are responsible for providing their own or ordering what they need.
 - Request tables/chairs through Form 1; price will be included in your quote
 - 8' table
 - Plastic folding chair
 - Purdue Grounds Department – BOSO or a work order
- Trash cans – Departments/organizations are responsible for ordering if needed
 - Complete a work order through BOSO or your business office
 - A minimum of 2 per tent/area is recommended
 - 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 and the intended use
- Helium tanks – Departments/student organizations are responsible for ordering if necessary
 - Materials Management Distribution Center, (765) 494-9736

Events/Activities

- Each group/site must have a free educational event or activity
- 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
 - Site logistics
 - Consider the number of attendees your activity can support at one time
 - Plan the traffic flow through the event space and a place for lines to form
- Student organizations interested in participating must submit an activity planning form a minimum of two weeks in advance

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](#) [[Amy – check that link.]]
- 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/Unloading Requests

- Participants may request a permit to park or 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, and vehicles must stay in place from 8:30 – 4:30 to avoid driving in closed areas.