

AFTERSCHOOL DAY at the CAPITOL

February 1, 2017

Exhibitor Requirements

ALL displays **MUST** be well maintained and have an adult monitor present at all times. ALL events, displays, or exhibits are subject to inspection – Capitol Grounds personnel will be walking through to enforce the requirements. If they feel any display is posing a safety hazard or is not following the requirements they will remove the offending item or take down the display.

Requirements:

- A **tri-fold display board** decorated in a way that represents your program (hard foam board, cardboard tri-folds the schools purchase for student science exhibits, felt covered tri-fold displays, or professional display board).
- The information on your display board should be based on a theme or to highlight your program.
- You are encouraged to bring brochures or handouts representing your program.
- Tables will be provided to use for the display. You must provide your own table cover or skirt.
- Electrical outlets are in the corners of the Rotunda. However, you must bring your own cords. Lights for exhibitor displays, laptops for power points, and DVD players are all acceptable.
- **Noise levels** created by individuals and equipment must be kept **minimal during normal working hours.**
- NO balloons
- NO flammable items
- NO singing, music making, drumming, etc. except between 12 noon and 1pm.
- If you bring student ambassadors to represent your program, we recommend that the students chosen be at least nine years old. Students should be briefed on what is going on to make the visit more meaningful. Programs may wish to take their students up to the chambers (4th floor) to view a session; but courtesy of quiet is imperative. **This is a state government building and people are working, therefore children will not be allowed to wander off or run around. Children must be accompanied by an adult.**
- SoDakSACA will provide refreshments at their booth; however, each program is welcome to bring a treat to hand out at their booth.