

9:30 a.m.	Exhibitor Check-in and Set-Up, 1 st Floor Rotunda – Iowa State Capitol Building
10:15 a.m.	<p>WELCOME REMARKS</p> <ul style="list-style-type: none"> • Co-Chair Roger Hargens Introduction • Governor Kim Reynolds • Lt. Governor Adam Gregg • Senator Amy Sinclair • Senator Bill Dotzler • Representative Kevin Koester • Representative Dave Jacoby • 2018 I.O.W.A. STEM Teacher Award: Kemin Vice President and General Counsel Libby Nelson and STEM Council Managing Director Carrie Rankin
10:45 a.m.–1:30 p.m.	Exhibitor Time Opens (ALL ROTUNDA)
11:30 a.m.-1:00 p.m.	Exhibitor Lunch in Robert D. Ray Conference Room on the Capitol Ground Floor
1:30-2:00 p.m.	Exhibitor Take-Down

EVENT DESCRIPTION: Given the importance of STEM to Iowa’s economy and quality of life, **STEM Day at the Capitol** has become an annual tradition as a means for communicating to Iowa’s lawmakers the many impactful ways in which the excitement and opportunity of STEM are being brought to Iowa youth. It’s a dazzling array of 34, in-school and out-of-school displays, showcasing the state’s crown jewel assets in STEM, ranging from non-profits to our Hub Institutions, from our STEM Scale-Up Program partners to the STEM BEST® Network and from K-12 to our business and industry leaders.

Governor Reynolds and Lt. Governor Gregg, STEM Council Co-Chair Hargens, joined by Senator Sinclair, Senator Dotzler, Representative Koester, Representative Jacoby and Kemin Industries Vice President and General Counsel Libby Nelson, are scheduled to speak, reinforcing their commitment to STEM education. Afterwards, Ms. Nelson and STEM Council Managing Director Carrie Rankin, will also introduce the six recipients of the 2018 I.O.W.A. STEM Teacher Award. Valued Corporate Partners ITC and Rockwell Collins make the event possible through their sponsorship.

EXHIBITOR DETAILS:

- **SET-UP:** You can begin setting up your exhibit as early at 9:30 a.m. It is recommended that you arrive before 9:30 a.m. to park and carry in exhibit materials.
- **PARKING:** Please use one of the visitor parking lots, which are clearly marked around the Capitol Complex in green. Exhibitors may not block the entrances or fire lanes in front of the Capitol Building or other buildings on the Capitol Complex. See the attached map for visitor parking areas.
- **LOCATION:** We are on the 1st Floor of the Capitol Rotunda (not to be confused with the Ground Floor). You will enter the building using the entrances on the Ground Floor’s west entrance. There is security, so you will

want allot some extra time and make sure all of your items can fit through the security scanner. You will take an elevator to get to the 1st Floor for the Capitol Rotunda area.

- **CHECK-IN:** Prior to setting up your exhibit, please check in at the podium located on the 1st Floor.
- **YOUR EXHIBIT:**
 - You will receive ONE 6-foot table per exhibit.
 - You cannot have more than 10 people at your booth. Name badges for those you have registered will be on your table.
 - If you requested wireless internet, you will find it in your Wi-Fi settings on the Capitol grounds called "LegisPublic," and it does not require a password. However, there will be limited access. We encourage exhibitors to bring a wireless hotspot if your exhibit is dependent on Wi-Fi connectivity.
 - If you need electricity, please bring at least one extension cord and power strip as your table could be at a distance from the nearest plug-in.
 - You will not be supplied with a table cloth, so please bring your own table cover for your display.
 - Please refer to the exhibitor map to see where your table is located.
- **TRASH:** Please avoid throwing trash away in Capitol receptacles. We will come around to each exhibitor periodically to pick up your trash.
- **LUNCH:** Everyone registered at your table will have lunch between 11:30 a.m. and 1:00 p.m. in the Robert D. Ray Conference Room on the Ground Floor of the Capitol. Please take turns eating lunch, to ensure there is at least one person staffing your exhibit at all times.
- **TAKE-DOWN:** You can begin packing up your area at 1:30 p.m. All tables must be clear by 2:00 p.m.

Please see the attached FAQ document for any other Capitol grounds protocols you will need to know ahead of time.

Iowa State Capitol Frequently Asked Questions

What are the hours of operation for the Capitol?

- Monday through Friday: 6:00 am – 5:00 pm
- Saturday: 9:00 am – 4:00 pm
- Sunday & Holidays Closed

Note: Hours subject to change

What area is available for use in the Capitol?

- The Rotunda is available from 7:00 am – 4:30 pm for public events
- The Cafeteria dining area on the Ground Floor is available 2:00pm - 4:30pm.
- Rooms are reserved by the House & Senate
- House Rooms are on the North side of the Capitol and ground floor. Call 515/281-5383 for reservation.
- Senate Rooms are on the South side of the Capitol. Call 515/281-5307 for reservation.

Is there a calendar for events that are currently scheduled?

- Yes, visit our [Capitol Complex Events Calendar](#).

How do I reserve the public areas in the Capitol?

- Visit the [Reservation Forms](#) web page to complete the appropriate form for your request.

Is there any cost for using the space?

- At the present time there is No Charge for use of the public spaces in the Capitol.
- Organizations will be charged if the area requires clean up after your event or damage occurred during your event.

Is the Law Library available for use?

- Normal Hours – 8:00 am – 4:30 pm Monday through Friday.
- The Law Library is not available for private events.

Can I do a photo shoot in the Law Library?

- Visitors are allowed to take unobtrusive snapshots on the first floor of the Law Library and on the first level of the south staircase. Flash photography is permitted.
- The Law Library may not be used as a professional photography studio.
- The following equipment is not allowed in the Law Library - lighting, reflectors, props.
- Visual and audial disturbances to the patrons and staff will not be allowed.
- The furniture is not allowed to be rearranged.

Where can we park when we arrive?

- The map of the Complex can be found on our web page [Parking information](#).
- During business hours, Monday – Friday, guests should park in the designated visitor parking.
- During non-business hours guests can park in all open lots. The reserved parking is not enforced.
- Visitors may not block the entrances or fire lanes in front of the Capitol Building or other buildings on the Capitol Complex.

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I have a group coming for an event on a bus – where will the bus park?

- Bus can drop them off guests on the West Drive in front of the Capitol.
- The bus should park down the hill on Finkbine Street.

I'm having a press conference on the West Steps / West Mall area of the Capitol, what do I need to know?

- The West Steps of the Capitol lead to the Capitol secured doors on the first floor.
- The West Mall area is west of the Capitol and includes Lincoln & Tad Monument.
- The West Mall is not ADA accessible.
- No signs can be hung from the building, walls, lampposts or trees; however, signs may be carried by an individual(s). Signs cannot be attached to a stick.
- At no time should signs, pictures or any other form of media be displayed or voiced that suggest an endorsement by the State of Iowa of an individual, group, association or business.
- Do not block the entrance or fire lane in front of the Capitol Building.

How do I get into the Capitol?

- The Capitol has 2 public entrances - the north side of the West Steps and the south side of the Capitol Building.

What kind of security inspection is conducted?

- All persons and packages are subject to search.
- No weapons or explosives will be allowed to be carried into the building.
- Electronic items may receive additional screenings.
- Identification may be requested.
- No packages, boxes, briefcases or other containers may be left unattended in public areas.

May I bring a group that would sing, dance and/or use instruments and etc.?

- The only time music is allowed in the Rotunda during Legislative Session is during the lunch break for both House & Senate.
- The doors will be open to House & Senate to indicate the lunch break.

May I bring in, display and /or show off animals in the Capitol?

- Only Service Animals are permitted in the Capitol Building or any building on Complex.

May I sell items in the Capitol?

- The sale of merchandise including food, shirts, books, trinkets, etc. is not allowed on the Capitol Complex Grounds, the Capitol Building and Administrative Buildings.

Where can delivery vehicles unload materials?

- Delivery people can enter the Capitol building at the north side of the West Steps. This is the only loading dock for the building and the only drop-off place for persons with disabilities.
- Vehicles may not be left unattended and must be moved to one of the visitor parking areas after the materials have been dropped off.

Who is liable for any damage that we may inadvertently cause?

- Iowa law expressly provides that groups using the facilities are liable for any damage incurred during their events.
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Do we have exclusive use of the Capitol on the day of our event?

- No. Your group will be sharing space with other groups, state employees and visitors.
- It is the groups' responsibility to keep all entrances and exits clear, allowing free movement within corridors and maintaining space for emergency personnel in the event they are needed.
- Event must maintain a five-foot aisle/passageway at all times in case of emergencies.

Are there any restrictions on using cell phones?

- Cell phones may be used inside the Capitol.
- The only restrictions would be to have the ringer turned off when in the chamber galleries during session.

Is there public Wi-Fi?

- Yes, the wireless network name is LegisPublic.
- This is an open security but will require the user to browse to a webpage and accept a user policy before being granted access.

Do vendors assisting with the event need any special instructions?

- Any vendor assisting you should be provided with a copy of your confirmation letter and this FAQ document.

How do we move equipment inside the building?

- You must provide a wheeled cart to move furniture and equipment.
- Do not drag items across the floor. Dragging items across the floor or steps will damage the restored surface.
- If you have items that are too big to fit into the elevator, you will need to make arrangements to have them carried up the grand staircase.

What furniture is available for use?

- We do not provide tables, chairs, podiums or sound systems.
- There are a few tables and chairs available on a first come basis next to the Grand Staircase. Events may set up the furniture and be responsible to returning the furniture in the same location in the same condition.

- If events choose to provide furniture for an event. Please be sure to supply any vendors making deliveries with a copy of your event confirmation letter and this FAQ document. A five-foot aisle/passageway must be maintained at all times in case of emergencies. Only tables and chairs in good condition with rubber or felt caps that will not damage the floors will be allowed in the Capitol Building.

Can we fasten items to the walls, floors or rotunda railing?

- No. Tape, duct tape or fasteners of any sort cannot be attached to any part of the structure. This includes walls, pillars, staircases, rotunda railing or other parts of the structure.
- Only matting tape may be used to affix cables to the floors.

Are there limitations on signs?

- Signs cannot be hung on Capitol Complex buildings, lampposts or trees.
- Signs carried by individuals are acceptable.
- Signs suggesting that the State of Iowa endorses a particular individual, group, business or association are not permitted.
- Signs cannot be attached to a stick.

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What electrical outlets are available?

- Outlets are located near the base of each of the circular heaters along the walls of the first floor.

May we use balloons?

- No. Balloons are not allowed inside the Capitol.

Are there limitations on noise?

- We ask that you conduct your event in a way that is sensitive to both the visitors and work environments of the Capitol Building.
- Should you have questions or concerns about this, please contact Suzy.Trotter@iowa.gov.
- If an event is too loud Capitol staff or Iowa State Patrol will request the group to reduce the noise level.

May we smoke/use tobacco products?

- No. The Iowa State Capitol Complex is a tobacco and smoke-free environment.

What guidelines are provided for serving food?

- Events may cater food and beverages into the Rotunda and hallways of the Capitol.
- Outside caterers must following the delivery information provided in this FAQ.
- Treat America is located on the ground floor of the Capitol and able to assist with catering needs, contact Ben Ferguson at benf@tafoodservices.com or (515)612-4899 for arrangements.
- Actions/items not allowed include: alcoholic beverages, popcorn poppers, candles, sterno's or any device with a flame or burner.

Where are the restrooms?

- Ground Floor: Women – near west entrance; Men – near the east entrance
- First Floor: None
- Second Floor: Women – north side of the east end; Men – none
- Third Floor: None

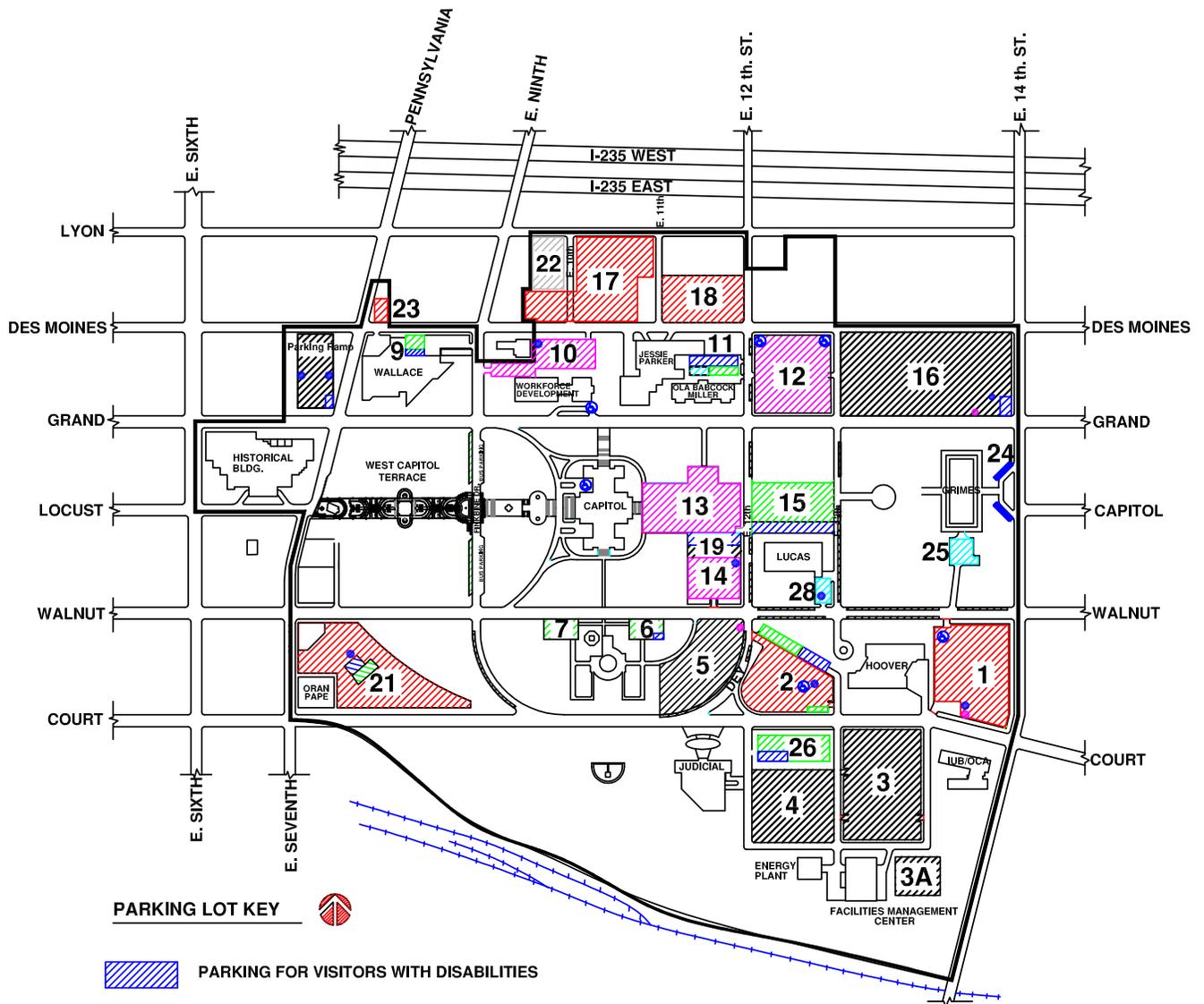
Whose responsibility is it to clean up after our event is over?

- It is the groups' responsibility to clean up after participants or spectators – including removal of your trash from the Complex.

Where do I learn more about the Capitol experience?

- The Capitol Tour Guides provide general information to visitors at the Tour and Information desk located on the Ground Floor of the Capitol. They conduct scheduled tours of the Capitol weekdays and Saturdays free of charge between 8:00 am and 3:45 pm. Please e-mail Joan.Arnett@legis.iowa.gov or call 515-281-5591 to make arrangements. Visit our page [Tour the Capitol](#)

IOWA CAPITOL COMPLEX



ADDITIONAL ACCESSIBLE PARKING IS ALSO LOCATED IN EMPLOYEE AND VISITOR LOTS.
 UPDATED SEPTEMBER 8, 2017