



Federal Executive Board of Minnesota

Suite 2250, 1 Federal Drive, Fort Snelling, Minnesota 55111 | (612) 713-7200 | Facsimile (612) 25-1750

Government on Display Expo Government Agency Application February 4, 2017 at the Mall of America

If your agency is interested in being a part of the Government on Display Expo at the Mall of America you **must return this form** to the Federal Executive Board no later than the close of business on Friday, December 2, 2016. Agency requests following that date will only be considered on a case-by-case basis.

Remit application

- By email to Andria Stegeman-Horwitz at Andria_Stegeman-Horwitz@ios.doi.gov **OR**
- By mail to: Andria Stegeman-Horwitz
Federal Executive Board
1 Federal Drive, Suite 2250
Fort Snelling, MN 55111

Name of agency:

Federal State

Mailing address of agency:

Agency Point Of Contact (POC) Name:

POC telephone number:

POC e-mail address:

Primary Purpose of Display (check all that apply): Promotional Hiring Other (describe)

Will you partner or share a booth with another agency? (If so, describe)

The FEB will contract with a vendor for tables and chairs for displays. Please indicate the number of tables and chairs required for your Agency display: (Registration fees of \$125 include one table, additional tables are \$10 each)

6' tables 8' tables Chairs

Detailed Agency Exhibit Proposal

This detailed agency exhibit proposal/description must include: photographs of the display, or detailed descriptions of your proposed exhibit. Include power needs (power consumption needs not number of outlets). Proposals must include a sketch of the floor footprint (e.g. height/width/depth). You may attach additional pages to this application if you need more space.

Agency handouts: All handouts MUST be approved by Mall of America Management. You need to have one copy of each handout to the FEB Office no later than Close of Business on Friday, December 2, 2016.

Registration Fee & Tables, Chairs, Telephone Lines, Etc.: Your \$125 registration fee and order for tables, chairs, covering/skirting and backdrops (if needed) must be submitted online by Friday, December 2, 2016 to the Federal Executive Board of Minnesota. The contractor will set up all tables the morning of February 4, 2017. Agencies may use Federal purchase cards for this payment. All payment is made via the FEB online registration website www.minnesota.feb.gov. From there, select the “Register” tab and then click on “Events” where you will see the Government on Display registration option. This will take you to our EventBrite page for registration. You will receive a receipt automatically from the website system.