

# 2023 DFL CITY CONVENTION ARRANGEMENT RULES



## Reserving Information Tables & Classrooms

1. Candidates/campaigns may reserve full/half tables and/or classroom(s) for the city convention. Reservations for tables and classrooms must be made with the Saint Paul DFL by COB on 6/5/23. No table or classroom arrangements can be made the day of the convention.
2. Candidates/campaigns seeking DFL endorsement in 2023 are given priority to reserve tables and classrooms.
3. Candidate/campaign information tables will be placed in the entry of each site.
4. Rental fees are \$25 for a whole table and \$15 for a half; each classroom costs \$30 per hour – per convention.
5. There are two (2) ways to pay for these reservations. Candidates/campaigns may submit a check written to the Saint Paul DFL or pay with a credit card at: <https://saintpauldf.org/donate/>.
6. Candidates/campaigns reserving a table and room(s) for convention(s) are allowed to submit one (1) payment for these fees. Payment must be received by the Saint Paul DFL before convention day.
7. Tables and classrooms will be assigned by drawing by the city lead/s or their designee. City Council candidates will have the first draw at the city convention.
8. No candidate/campaign may contact SPPS to reserve space, tables, and/or a site tour. The Saint Paul DFL is working through one permit to streamline communications and respect district staff time and capacity. The Saint Paul DFL will arrange a tour of the site before the convention date.

## Table & Classrooms Usage

1. No candidate/campaign may enter the site until the Saint Paul DFL city lead/s are present.
2. Candidates/campaigns should communicate only with Saint Paul DFL city lead/s about any building needs. Saint Paul DFL city lead/s or their designee will communicate with SPPS custodial and AV/Tech staff.
3. City lead/s or their designee will check candidates/campaigns in and out of any reserved classrooms at the start and end of the day. Candidates/campaigns will be responsible for resetting the classroom to how it was found. We advise that candidates/campaigns take photos at entry to ensure proper placement of furniture.
4. All trash and recycling **MUST** be picked up and put in larger trash and recycling bins in the hallway. Do not leave any food waste in the classrooms.
5. **No nuts of any kind are allowed in the buildings.**
6. Only two (2) crockpots are allowed per classroom due to electricity capacity issues per SPPS district staff.
7. The Saint Paul DFL is not responsible for any campaign materials, equipment, and/or belongings; they are the sole responsibility of the candidate/campaign.
8. **SPPS will bill for damage caused to rooms, entryways, hallways, etc. and for extra cleaning required. Any fees incurred related to candidate/campaign use/impact will be billed to that candidate/campaign. The rate for repair and/or clean-up is determined by SPPS in accordance with union contracts.**

Entry Buffer Space: Candidates and campaign staff must refrain from approaching convention attendees as they enter the building. A line on the floor will indicate where candidates/campaigns can begin approaching delegates/alternates.

## Campaign Materials

1. No candidate/campaign materials or literature may be placed on convention tables, chairs, railings, etc. Materials must be handed directly to convention attendees. (Exception: Candidates/campaigns are allowed to leave their own literature on a reserved campaign table.)
2. No campaign stickers of any kind are allowed in the building.
3. The number of signs allowed per candidate/campaign are dictated by the city Convention Rules. Note: Campaign signs on a reserved campaign table are not included in the maximum number of signs allowed by the city Convention Rules.
4. Blue painters tape must be used in the building. Do not tape on painted doors, frames, or boards in classrooms. Do not tape on materials already on the walls of the school. Find empty space.

SPPS Additional Requirements: Candidates/campaigns must adhere to any additional requirements by the SPPS District with respect to the school premises. SPPS District rules can be found here: <https://www.spps.org/Page/29962>.

Any disputes: Contact Dieu Do, [dieu.d29@gmail.com](mailto:dieu.d29@gmail.com)