



Important Deadlines for Exhibitors

- **Monday, December 2, 2013** – Deadline to complete all mandatory questions in Exhibitor Portal (i.e. exhibitor description, logo, target age group, etc.)
- **Tuesday, December 31, 2013** – Deadline to have all information entered into Exhibitor Portal (there will be no changes permitted after this date)
- **Wednesday, March 19, 2014 - Thursday, April 17, 2014** – Date range for materials to arrive at the advance shipping warehouse
- **Monday, March 31, 2014** – Deadline for advanced rate for ordering audio visual/PC rentals
- **Monday, March 31, 2014** – Deadline for advanced rate for Internet and phone services
- **Friday, April 4, 2014** – Deadline for food & beverage orders
- **Friday, April 4, 2014** – Deadline for advanced rate for ordering electrical, water/gas/plumbing and rigging services
- **Friday, April 4, 2014** – Deadline for advanced rate for ordering specialty rental furnishings and display services (must be placed through GES)

Standard Booth Equipment

Each Standard 10' x 10' Booth includes the following equipment:

- 10' High Draped Back & 3' High Side Walls (white)
- 1 – 6'L x 24"W x 30"H Skirted Table (white)
- 2 – Plastic Contour Chairs
- 1 – Wastebasket
- 1 – Standard Electrical Outlet (5 Amp)
(A Standard Electrical Outlet can accommodate 1 laptop or 1 small device. If you need additional electricity, you must order it from Hi-Tech Electric via the [order form](#) on [USASEF Expresso](#).)
- 1 – 11" x 17" Identification Sign with Company Name and Booth Number
- Please note that booth carpet is not included and may be ordered separately

Each Career Pavilion Booth includes the following equipment:

- 1 – 6'L x 24"W x 30"H Skirted Table (white)
- 2 – Plastic Contour Chairs
- 1 – Wastebasket
- Please note that a Career Pavilion Booth does not include an Electrical Outlet (If you require electricity, you must order this through Hi-Tech Electric unless you requested and paid for this when you signed up.)

Booth Number

Your Booth Number has been provided to you in the email that accompanies this packet. If you have questions about your booth number, or cannot locate your booth number, please contact our Event Management Team at exhibitors@usasciencefestival.org or 202-459-0853.



Move-in & Move-out Procedures

Expo Move-in Hours:

- Tuesday, April 22, 2014: 8:00 AM - 5:00 PM per targeted move-in schedule
- Wednesday, April 23, 2014: 8:00 AM - 5:00 PM per targeted move-in schedule
- Thursday, April 24, 2014: 8:00 AM - 5:00 PM per targeted move-in schedule
- Friday, April 25, 2014: 5:00 AM - 8:30 AM and 7:30 PM - 8:30 PM per targeted move-in schedule
- Saturday, April 26, 2014: 5:00 AM - 9:00 AM per targeted move-in schedule

There are 3 ways to transport your exhibit materials in and out of the Convention Center:

1) Move-in Using a POV (Privately Owned Vehicle):

a. By Hand-Carrying Materials

Hand-Carry Rules: Hand-carrying is allowed for 1 trip per exhibitor as long as you are not using any mechanical equipment including a dolly, cart, etc. during the hours of:

- Tuesday, April 22, 2014: 8:00 AM - 5:00 PM
- Wednesday, April 23, 2014: 8:00 AM - 5:00 PM
- Thursday, April 24, 2014: 8:00 AM - 5:00 PM
- Friday, April 25, 2014: 5:00 AM - 8:30 AM and 7:30 PM - 8:30 PM
- Saturday, April 26, 2014: 5:00 AM - 9:00 AM
- Sunday, April 27, 2014: 6:00 PM - 11:00 PM

You must access the building on 9th Street at the corner of Mt. Vernon for unloading. The hand-carry entrance is on 9th Street. Your vehicle may NOT be left unattended at any time. Please make sure to have at least 2 staff per vehicle. Your unloading time will be limited to 15 minutes. You do not need to schedule an appointment for hand-carrying.

b. By Using Union Labor Cart Service

If you have more materials than 1 hand-carrying trip, you need to move in through the loading docks via the Marshaling Yard. This service must be scheduled in advance. Please complete the [Cart Load Service Order Form](#) on the [USASEF Expresso](#). All deliveries from the loading dock to your booth must be handled by the union labor and you will be billed accordingly.

GES is offering a one-way special cart rate of \$69.25 per cartload for POVs only (i.e., car, pickup truck, minivan, or SUV) which does not apply to rental vehicles, step vans, box trucks, trailers, or any commercial carrier. This service must be scheduled in advance, please complete the [Cart Load Service Order Form](#) on the [USASEF Expresso](#).



A flat cartload is defined as items that will safely fit on the 3' x 5' surface of a flat cart-stacked no higher than the top of the cart's push handle, and a shipment that is no more than 200lbs. Each exhibitor is allowed up to two cartloads per booth. All items must be packed in boxes or containers. Loose items may incur additional handling fees.

- 2) **Advance Shipping of Materials to the Offsite Location** (shipment MUST arrive between March 19 and April 17, 2014) – See the Advance Shipment section of the [USASEF Espresso](#) for instructions.
- 3) **Direct Shipping to the Convention Center** (shipment MUST arrive between April 22 and April 23, 2014) – See Direct Shipment section of the [USASEF Espresso](#) for instructions.

Important Notes:

- All Exhibitors are encouraged to complete move-in by **Thursday, April 24 at 5:00pm** to participate in Sneak Peek Friday. If you are not participating in Sneak Peek Friday, the deadline to set up is **Saturday, April 26 at 8:00am**.
- If you are not planning to hand-carry, the specific time for your move-in, based on booth location, will be provided at a later date. Due to the amount of exhibitors loading in at the same time, we ask you to abide by the schedule.
- If you plan to move in by using a POV (Privately Owned Vehicle), be sure to read the instructions on hand-carrying and flat cart service below.

Setting up your Own Exhibit

You may set up your own exhibit as long as you are a representative of the organization and don't have to use mechanical tools (i.e. power drill, etc.) or rigging tools (i.e. ladder). If you do require use of mechanical tools, you must use union labor.

Expo Move-Out Hours:

- **Sunday, April 27, 6:00 PM – 11:00 PM Expo Dismantle (empty container return starts at 7:00 PM)**
 - After the close of the Expo, GES will start returning the empty containers to exhibitors who have shipped materials so that exhibitors can pack their exhibit materials. Please keep the aisles clear during this time to expedite the delivery. If you have ordered union labor to dismantle your exhibit, be sure to confirm the start time of your workers by checking with the GES Service Center onsite. Be sure to pick up and review your statement of charges at the GES Service Center prior to move-out. Remember that no adjustments to your account will be made after the close of the Expo (at 6:00pm).
- **Monday, April 28, 11:00 AM: Deadline for driver check-in**
 - Exhibitors who wish to ship materials by any carrier other than GES should advise their carrier(s) to be checked in at the Marshaling Yard by 11:00am on Monday, April 28.

- Should your carrier fail to check in at the Marshaling Yard by 11:00am on Monday, April 28, GES reserves the right to re-route the shipment via the official show carrier, as necessary. Neither GES nor USASEF assumes any liability as a result of such re-routing.

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display that may require a fill & drain over 27 lbs., or other draining services. All hand carried filled vessels that are brought back to your booth must be sealed to prevent spills. Hazardous chemicals are not permitted to be emptied into the sinks. All hand carried vessels must only be emptied in the fill and drain sink stations. Public restrooms or floor port drains are not to be used for draining. All vessels that are hand carried for draining must be clear of all other objects (stones, marbles, clay, etc.) before emptying into the fill & drain stations.

Exhibitor Registration & Credentials

There will be an exhibitor check-in desk located outside the Expo Halls during the designated move-in times. The person indicated in the Exhibitor Portal as the onsite point of contact must be present with a government-issued photo ID to pick up the credentials. Five (5) exhibitor staff credentials will be included for every one (1) 10' x 10' booth. The credentials are transferrable so your staff may share them between shifts. If you need additional credentials, please contact our Event Management Team at exhibitors@usasciencefestival.org.

Expo Volunteers

Expo Volunteers for the 3rd USA Science & Engineering Festival play a critical role in creating the largest celebration of science in April 2014. Expo Volunteers will get to participate in 4 exciting days of STEM activities. Positions will be announced in late 2013. Interested Volunteers should sign up for either the X-STEM Ambassador program or Community Ambassador program for pre-Festival volunteer opportunities. Volunteer Outreach Team members will get preferred Expo Volunteer placement. For more information regarding volunteer opportunities, [click here](#).

Accommodation

For hotel information, rate comparisons, and reservations, please [click here](#).

Travel and Area Information

The Walter E. Washington Convention Center is located at 801 Mount Vernon Place (between 9th and 7th Streets NW on L Street NW). The Green and Yellow line Mt. Vernon Square/7th St Convention Center Metro Stop exits into the Convention Center. [Click here](#) to download the Metro map. For a map of the Walter E. Washington Convention Center's surrounding parking lots, [click here](#). No event parking is provided.

FAQ

For answers to the Festival's Frequently Asked Questions, please [click here](#).

And lastly, please help us spread the word about the Festival by promoting your participation. [Click here](#) to learn more!

Thank you very much for taking the time to read through the Exhibitor Manual Overview and for your cooperation in making the Festival a great success!