



Exhibitor Frequently Asked Questions

Where can I find my Booth Number?

Booth Numbers will be released on a rolling basis beginning in December 2017. Your Booth Number will be provided to you via the Exhibitor Portal (Go Expo) once you finalize your exhibit profile. If you have questions about your booth number, or cannot locate your booth number, please contact our Event Management Team at exhibitors@usasciencefestival.org.

What are my important deadlines as an Exhibitor?

- **Tuesday, December 15, 2017** – Deadline for notification of plans to sell merchandise at booth by emailing exhibitors@usasciencefestival.org
- **Monday, February 1, 2018** – Deadline to have all Exhibitor Profile information entered into Exhibitor Portal, including the Risk Assessment section
- **Wednesday, March 5, 2016 - Thursday, March 28, 2018** – Date range for materials to arrive at the advance shipping warehouse
- **Friday, March 9, 2018:**
 - All Exhibitors must complete all information in the Exhibitor Portal, including the Risk Assessment section
 - Deadline for advanced rate for ordering audio visual/PC rentals
 - Deadline for advanced rate for Internet and phone services
 - Deadline for food & beverage orders
 - Deadline for advanced rate for ordering electrical, water/gas/plumbing and rigging services
 - Deadline for advanced rate for ordering specialty rental furnishings and display services (must be placed through GES)
- **Tuesday, April 2 through April 4, 2018** – Date range for direct shipments to arrive at the Convention Center

What equipment is included in my Standard Booth?

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

- 8' 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 – 11" x 17" Identification Sign with Company Name and Booth Number
- 1 – Standard 5 Amp Electrical Outlet, located at the back of your booth (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 Espresso.)
 - **PLEASE NOTE:** If you will be exhibiting in an Island Booth (no smaller than 20' x 20') one (1) 20 Amp power drop and associated labor and materials will be included in your booth package. Exhibitors who require power beyond the 20-Amp drop provided by USASEF should contact Hi-Tech Electric directly for a quote.
- Booth carpet is not included and may be ordered separately, but is not required



What equipment is included in my Career Pavilion Booth?

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. To order electricity, please complete Hi-Tech's order form located on Espresso*).

What equipment is included in my STEM Career Fest Booth?

Each STEM Career Fair booth includes the following:

- 1 - 6'L x 24"W x 30"H table
- 2 – Plastic Contour Chairs
- 1 – Wastebasket
- 1 – 11" x 17" Identification Sign with Company Name and Booth Number
- Backwall and side rail
- Labor to set and remove
- 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. To order electricity, please complete Hi-Tech's order form located on Espresso*).

Expo Volunteers

Expo Volunteers for the 5th USA Science & Engineering Festival play a critical role in creating the largest celebration of science in April 2018. Expo Volunteers will get to participate in 4 exciting days of STEM activities. Positions are available NOW! 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](#).

FAQ

For a longer list of 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!