

## Vendor Details and Important Contacts

### General Service Contractor: GES

Deadline for advanced rate: March 9, 2018

Each standard booth space comes with certain equipment included. For more information on this, please see the "General Exhibitor Information" document under "Show Information". If you need to order specialty furniture, carpet, or any other specialty décor and equipment items, please go to the GES order form on this site.

- 800-475-2098 – USA
- 702-515-5970 – International
- Live Chat: [www.ges.com/chat](http://www.ges.com/chat)

### Audio Visual & PC Rental: GES

Deadline for advanced rate: March 9, 2018

If you need to rent audio or video equipment or computers, etc., please go to the GES order form on this site.

- 800-475-2098 – USA
- 702-515-5970 – International
- Live Chat: [www.ges.com/chat](http://www.ges.com/chat)

### Electrical Service: Hi-Tech Electric

Deadline for advanced rate: March 9, 2018

One standard 5 Amp is included in your 10' x 10' booth. It is not a dedicated circuit and the outlet will be placed in the back of your booth. If you would like to request that the power be placed anywhere other than the back of the booth, you must communicate this request to Hi-Tech Electric. The exhibitor will be responsible for associated labor costs. Exhibitors will need to bring a UL-approved extension cord(s) if necessary. If you need additional electricity, please go to Hi-Tech Electric's order form on this site.

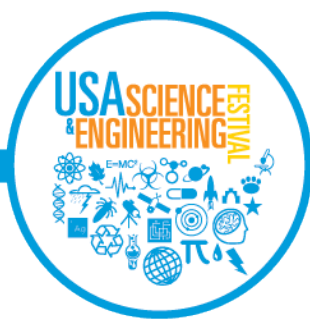
PLEASE NOTE: If you will be exhibiting in an Island Booth (no smaller than 20' x 20') one 20 Amp power drop and associated labor and materials will be included in your booth package. Exhibitors who require power beyond the 20-Amp drop provided by USASEF should contact Hi-Tech Electric directly for a quote.

- Phone: 202-249-3600
- Email: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

### Water, Gas & Plumbing: Hi-Tech Electric

Deadline for advanced rate: March 9, 2018

There will be 4 cold water fill & drain sink stations, two in Halls ABC and two in Halls DE. Exhibitors may access these freely to fill and empty SMALL hand carried vessels no larger than 1 gallon. Any vessel (tank, pool, etc.) larger than 2 ½ gallons, (the size of a small 12x6x8 aquarium) with a fill weight over 27 lbs. must be drained by Hi-Tech Electric & Plumbing personnel at the booth. Please contact [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) for more information about labor charges relating to your 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.

- Phone: 202-249-3600
- Email: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

#### **Internet/Phone Line Service: Smart City**

Deadline for advanced rate: March 9, 2018

There is Wi-Fi service available for exhibitors and various options for Ethernet and Phone. If you need Wi-Fi service only, it can be purchased on-site using web browsers. You do not need to order it in advance. If you need faster service that requires a hard-line connection, please complete and submit Smart City's order on this site. For Ethernet and Phone service, advance purchase is required.

- Phone: 202-249-3800
- Email: [csr@smartcity.com](mailto:csr@smartcity.com)

#### **Food and Beverage: Centerplate**

Deadline to submit order: March 9, 2018

Please note Centerplate is the exclusive caterer at the Washington Convention Center. Exhibitors may purchase food from the food court, concession carts, or Centerplate. Washington Convention Center concession stands will be open during show hours.

- Name: Katrina Huey
- Phone: 202.249.3524
- Email: [Katrina.Huey@centerplate.com](mailto:Katrina.Huey@centerplate.com)

#### **Security: CSI**

The Washington Convention Center security services will patrol the entire Expo premises. USASEF will also hire a private security firm to monitor the Expo Halls. Expo Halls will have security guards at the entrance during the move-in/out hours and exhibitors will be asked to show credentials, which you will receive upon entry. Expo Halls will be locked overnight; however, if you have valuables we recommend that you hire a private security firm specifically for your booth. To do so, please send an email inquiry to the below address, and reference the **USA Science and Engineering Festival- April 7-8, 2018**, in your subject line.

**Washington Convention Center, USASEF, Linder Global Events, GES, Hi-Tech Electrical, Smart City, and their agents are NOT liable for any lost or stolen items.**

- Name: Margo Briggs
- Phone: 301.650.4100
- Email: [mbriggs@csicorpdc.com](mailto:mbriggs@csicorpdc.com)