

Exhibitor Frequently Asked Questions

Where can I find my Booth Number?

Booth Numbers will be released on a rolling basis beginning in February 2020. 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.

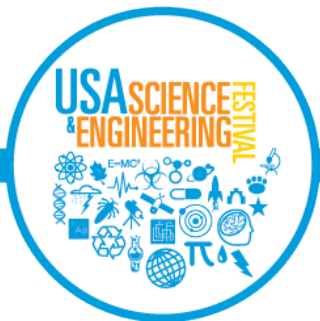
What are my important deadlines as an Exhibitor?

- **Friday, January 31, 2020** – Deadline for notification of plans to sell merchandise at booth by emailing exhibitors@usasciencefestival.org
- **Thursday, March 19, 2020 – Friday, April 17, 2020** – Date range for materials to arrive at the advance shipping warehouse
- **Friday, March 27, 2020** – Deadline to have all information entered into Exhibitor Portal (there will be no changes permitted after this date), including the Risk Assessment section
- **Friday, March 27, 2020:**
 - 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)
- **Wednesday, April 22 – Thursday, April 23, 2020** – 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 Expresso.)
 - **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, and/or distribution of power to the booth should contact Hi-Tech Electric directly for a quote.
- Booth carpet is not included and may be ordered separately, but is not required



Expo Volunteers

Expo Volunteers for the 6th USA Science & Engineering Festival play a critical role in creating the largest celebration of science in April 2020. Expo Volunteers will get to participate in 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!