



This brief informational sheet outlines important resources, steps and deadlines in the Exhibitor Registration Process. An official Exhibitor Manual will be released to all confirmed Exhibitors in December 2019 along with the exhibitor services ordering site, Espresso. For additional information, please see the Festival [FAQ's](#) or contact exhibitors@usasciencefestival.org.

2020 USASEF Exhibitor Information Sheet

- The USA Science & Engineering Festival Expo will be held April 24-26, 2020 in Washington, DC at the Walter E. Washington Convention Center (www.dccconvention.com).

Address:

801 Mt Vernon PI NW, Washington, District of Columbia 20001

Hours of Expo:

Sneak Peek:

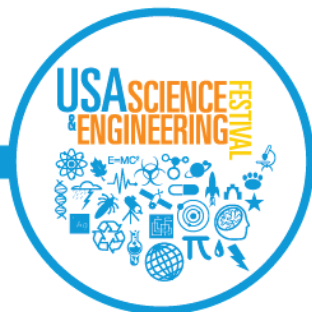
Friday, April 24, 2020: Expo 9:00 AM to 3:00 PM

Expo Open to the General Public:

Saturday, April 25, 2020: 10:00 AM to 6:00 PM

Sunday, April 26, 2020: 10:00 AM to 4:00 PM

- Each 10' x 10' Standard Exhibit Space comes equipped with the following:
 - 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.
- 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).
- **IMPORTANT DATES:**
 - December 2019 – Release Date for the Exhibitor Manual. The Exhibitor Manual will contain all information regarding vendor pricing, ordering instructions, load in and load out procedures, and shipping instructions. 2018 pricing is available below (page 2) as a reference point for starting your budget, but this pricing is subject to change.
 - January 31, 2020 – All Exhibitors who intend to sell merchandise in their booths must notify exhibitors@usasciencefestival.org by January 31, 2020. Exhibitors conducting non-cash transactions will not be required to provide dedicated booth security.
 - March 27, 2020
 - All Exhibitors must complete all information in the Exhibitor Portal, including the Risk Assessment section.
 - All Exhibitors must order before March 27th for the Early Bird discount. See exhibitor order forms for incentive pricing.



Exhibitor Vendor Information

VENDOR NAME AND CONTACT INFORMATION	SERVICES	2020 ESTIMATED STANDARD RATE PRICING*
GES (800) 475-2098 – USA or (702) 515-5970 – International www.ges.com/chat	CARPETING	<ul style="list-style-type: none"> - Standard Carpet 10'x10': \$199.00 - Standard Carpet Padding 10'x10': \$445.00 <p><i>If carpet is desired, custom-cut, non-standard carpet is required for all booths larger than 300 sq. ft., or for booths configured as an island or peninsula.</i></p>
	FURNITURE	<ul style="list-style-type: none"> - Standard Plastic Contour Chair: \$98.50 - Standard 6' (Unskirted/Skirted) Table: \$234.25/ \$291.00
	AUDIO VISUAL	<ul style="list-style-type: none"> - 46" 1920 x 1080 LED Monitor: \$2158.25 - Intel i5 2520M Windows 7 Laptop: \$449.75 - iPad II 16GB Tablet: \$540.00 - EV Sxa Speaker System (10-50ppl): \$359.75 <p><i>Labor not included: \$125 minimum, or an additional 25% of equipment total.</i></p>
<p><i>*The above pricing for GES services is not a final estimate as costs are subject to change.</i></p>		
Smart City (202) 249-3800 (888) 446- 6911 or csr@smartcity.com	INTERNET	<ul style="list-style-type: none"> - Wireless – 1 day Svc. (Shared): \$79.99 - Wireless – 3 day Svc. (Shared): \$227.97 - Broadband Wired Internet – No wired or wireless routers. Speeds of 1.5Mbps burstable to 3Mbps, DHCP: \$895.00
	PHONE	<ul style="list-style-type: none"> - Single Line (no instrument): \$275.00
Hi-Tech Electric (202) 249 - 3601 dcexhibitorservices@hitechelectric.com	POWER	<ul style="list-style-type: none"> - 5-Amp Drop: \$110.00 - 20-Amp Drop: \$206.00 <p><i>Labor not included. Price is for outlet to be dropped at back of booth. Additional cost if distribution is needed.</i></p>
	FILL AND DRAIN	<ul style="list-style-type: none"> - One Water Outlet: \$261.00 - One Drain Outlet: \$197.00 <p><i>Labor not included. Price is for outlet to be dropped at back of booth. Additional cost if distribution is needed.</i></p>
Aramark 202-249-3573 POC Name: Rita Jacobs or Dustin Coleman	FOOD AND BEVERAGE	<ul style="list-style-type: none"> - 5 Gallons of Coffee: \$340.00 - Dozen Bagels: \$52.00 - Sandwich Platter + Sides + Cookies (serves 12): \$325.00 - 24 bottle case of Bottled Water: \$96.00 - Assorted Granola Bars (one dozen): \$38.00 <p><i>A 23% Service Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery.</i></p>

***Please note, some of the above pricing is based on 2018 costs and is meant for budgeting purposes only. Prices for 2020 are subject to change and will be made available in the Exhibitor manual, to be released in December 2019.**

Price ranges are based on commonly ordered items and do not include all possible options. Exhibitors will not be able to place orders with the USA Science & Engineering Festival vendors until December, 2019. You may contact vendors with above contact information if you have specific questions.