

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 January 2018 along with the exhibitor services ordering site, Expresso. For additional information, please see the Festival [FAQ's](#) or contact exhibitors@usasciencefestival.org.

2018 USASEF Exhibitor Information Sheet

- The USA Science & Engineering Festival Expo will be held April 6-8, 2018 in Washington, DC at the Walter E. Washington Convention Center (www.dcconvention.com).

Address:

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

Hours of Expo:

Sneak Peek:

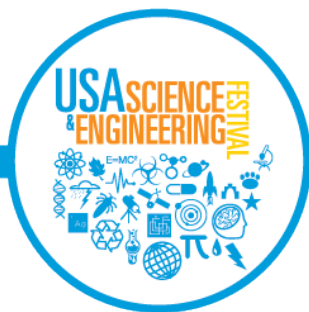
Friday, April 6, 2018: Expo 9:00 AM to 3:00 PM

Expo Open to the General Public:

Saturday, April 7, 2018: 10:00 AM to 6:00 PM

Sunday, April 8, 2018: 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 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 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 Expresso).
- **IMPORTANT DATES:**
 - January 2018 – 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, 2018 – All Exhibitors who intend to sell merchandise in their booths must notify exhibitors@usasciencefestival.org by January 31, 2018. Exhibitors conducting non-cash transactions will not be required to provide dedicated booth security.
 - March 9, 2018
 - All Exhibitors must complete all information in the Exhibitor Portal, including the Risk Assessment section.
 - All Exhibitors must order before March 9th for the Early Bird discount. See exhibitor order forms for incentive pricing.



Exhibitor Vendor Information

VENDOR NAME AND CONTACT INFORMATION	SERVICES	2018 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': \$168.00 - Standard Carpet Padding 10'x10': \$250.00 <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: \$83.00 - Standard 6' Table: \$165.00
	AUDIO VISUAL	<ul style="list-style-type: none"> - 46" 1920 x 1080 LED Monitor: \$848.00 - Intel i5 2520M Windows 7 Laptop: \$265.00 - iPad II 16GB Tablet: \$318.00 - EV Sxa Speaker System (10-50ppl): \$212.00 <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): \$159.99 - Premium Internet (Shared EtherNAT Service, 1 Static Private IP address): \$1,095.00
	PHONE	<ul style="list-style-type: none"> - Single Line (no instrument): \$275.00
Hi-Tech Electric dcexhibitorservices@hi-techelectric.com (202) 249 - 3600	POWER	<ul style="list-style-type: none"> - 5-Amp Drop: \$130.00 - 20-Amp Drop: \$248.00 <p><i>Labor not included. Dependent on location and booth orientation.</i></p>
	FILL AND DRAIN	<ul style="list-style-type: none"> - One Water Outlet: \$304.00 - One Drain Outlet: \$235.00 <p><i>Labor not included. Dependent on location and booth orientation in relation to water source.</i></p>
Centerplate (202) 249-3524	FOOD AND BEVERAGE	<ul style="list-style-type: none"> - 5 Gallons of Coffee: \$300.00 - Dozen Bagels: \$48.00 - Sandwich Platter (serves 12): \$144.00 - 24 bottle case of Bottled Water: \$84.00 - 12 pack of Bottled Water: \$42.00 <p><i>Pricing does not include service charge.</i></p>

***Please note, some of the above pricing is based on 2016 costs and is meant for budgeting purposes only. Prices for 2018 are subject to change and will be made available in the Exhibitor manual, to be released in December 2017. 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 January 2018. You may contact vendors with above contact information if you have specific questions.**