



USA Science & Engineering Festival STEM Career Fair What to Expect

2018 USA Science & Engineering Festival STEM Career Fair Manual

The comprehensive online Exhibitor Manual includes all relevant show information, vendor products and services and order forms. While the focus of the manual is to provide information and order forms to meet your Expo needs, please note that detailed information surrounding shipping, union labor, ordering tips, safety and logistics are also included. Please be aware that your Career Fair table may not require all of these services or products.

Details are provided for each product and service, followed by the corresponding order form(s). For your convenience, there is a comprehensive table of contents and index located in the beginning and end of the manual, respectively.

You may complete the online ordering process using your assigned booth number or download the PDF version to fax in a paper order form. All questions can be directed to the Event Management team at exhibitors@usasciencefestival.org or 202-459-0859.

We have included introductory information to most sections with relevant STEM Career Fair information such as deadlines, key contacts, festival timeline, accommodation information, and FAQs.

Where is the STEM Career Fair taking place?

Walter E. Washington Convention Center
West Salons – G, H, I
801 Mount Vernon Place, NW
Washington, DC 20001

What are the STEM Career Fair dates and hours?

- Career Fair: Friday, April 6 – 3:00pm to 8:00pm
 - Recruiter Check-In: Friday, April 6 – 8:00am – 5:00pm
 - Recruiter Move In: Friday, April 6 – 8:00am – 1:00pm
 - Recruiter Move Out: Friday, April 6 – 6:00pm to 10:00pm
- Check-In Location and Time
 - East Salons A + B
 - Monday, April 2 – Friday, April 6th, 8:00am – 5:00pm
 - Exhibitors will receive Credentials, Career Fair information, and a Map

What is included in your Career Fair booth?

- Backwall and side rail
- 6' skirted table
- 2 chairs
- Wastebasket
- Booth ID sign – 11x17



Exhibitor Load-In and Load-Out

- Advance + Direct Shipping
 - **Advance Shipping** of exhibitor materials to GES offsite warehouse must arrive between March 5 – March 28
 - **Direct Shipping** to the Convention Center must arrive between April 3 – April 5
 - Address and shipping information is available on Espresso
 - Move out Shipping – empty shipping containers must be checked in by 9:00pm on Sunday, April 8
- Move-In by a Privately-Owned Vehicle (POV)
 - Hand-Carrying Materials
 - Exhibitors are permitted to hand-carry materials into and out of the Convention Center at the 9th Street entrance for 15 minutes at a time
 - Union Labor Cart Service
 - GES offers a one-way cart rate of \$79.25 per carload for load-in and load-out for Privately Owned Vehicles

Exhibitor Webinars

Join the Festival team to learn about the exciting plans for the Festival and useful details on Expo logistics. SIGN UP for one of the scheduled Webinar dates below by filling out a short online registration form. You will receive a confirmation and dial-in information/instructions after you have registered.

[Please click here to sign up.](#)

Upcoming Dates:

- Wednesday, February 7, 3:00PM
- Thursday, February 22, 2:00PM
- Wednesday, March 7, 1:00pm