



Expo Location

Walter E. Washington Convention Center
Halls A/B/C
801 Mount Vernon Place, NW
Washington, DC 20001

Expo Dates and Hours

Sneak Peek (invitation only event for high school students, government officials, military families and the media - exhibitors who wish to participate should indicate their interest in the Partner Portal):

Friday, April 27, 2012: Expo 10:30 AM to 2:00 PM
Nifty-Fifty Event 9:30 AM to 3:00 PM

Expo open to the general public:

Saturday, April 28, 2012: 10:00 AM to 6:00 PM
Sunday, April 29, 2012: 10:00 AM to 4:00 PM

Important Deadlines for Exhibitors and Performers

- **October 31, 2011** – Preliminary deadline to complete all mandatory questions in Partner Portal (i.e. exhibitor description, additional tables/chairs requested, list of chemicals/liquids, target age group, etc.)
- **December 31, 2011**
 - Cancellation fee in affect (all exhibitors will be charged \$500 per booth if you cancel after this date)
 - Must have all information entered into Partner Portal (there will be no changes permitted after this date – you must consult CSI if you have any last minute changes)
- **January 15, 2012** – All orders for extra materials/services must be placed through CSI
- **January 31, 2012** – Exhibitors notified of specific time for move-in
- **April 23, 2012** – Deadline for materials to arrive at the warehouse if using advance shipping
- **April 26, 2012** – Move-in begins at for all exhibitors at convention center (see full schedule below)

Standard Booth Equipment

Each 10' x 10' booth includes the following standard equipment:

- 8' High Draped Back & Side Walls
- 1 – 6'L x 24"W x 30"H Skirted Table
- 2 – Folding Chairs
- 1 – Wastebasket
- 1 – Standard Electrical Outlet (120V/20 Amp): enough for two standard PC or Laptops with monitors
- 1 – 7" x 44" Identification Sign with Company Name & Booth Number
(You may bring additional signage and there is no logo or format restrictions – please enter the specs of additional signage/banner in Partner Portal)

If you need additional standard tables and/or chairs and/or electricity, please indicate so in the Partner Portal by **December 31, 2011**.

If you have multiple booths and would like to remove side walls between your booths, please indicate your preference in the Partner Portal by **December 31, 2011**.

Please note that carpet is not included and may be ordered separately.

Please [click here](#) to obtain the form for extra materials/service such as specialty furniture, carpet, banner, accessories, and cleaning service. To avoid increased rates, you must order by **January 15th, 2012**



Move-in Hours

*Important notes:

- Exhibitors participating in Sneak Peek Friday **MUST move-in on Thursday, April 26.**
- Due to limited dock access and possible long wait times on Friday, April 27 and Saturday, April 28, we strongly recommend that exhibitors consider moving in on Thursday, April 26.
- The specific time for your move-in, based on booth location, will be provided to exhibitors by January 31, 2012. If you have a preference, please indicate it in the Partner Portal. Due to the amount of exhibitors loading in at the same time, we ask you to abide by the schedule.
- Please notify Sue Jeon (usasef@csi-dc.com) if you would like to schedule a move-in appointment for Wednesday April 25 or Saturday April 28.
- If you plan to move in by using a POV (Privately Owned Vehicle), be sure to read the instructions on hand-carrying and flat cart service below.

Expo Move-in Hours

Wednesday, April 25 3:00 PM to 7:00 PM: For Sponsors ONLY and by appointment ONLY

Thursday, April 26 10:00 AM to 5:00 PM: Open to all exhibitors. Best day to move in!

Friday, April 27 5:00 AM to 8:30 AM; 2:30 PM to 8:00 PM Open to exhibitors participating Saturday and Sunday only. Hand carry entrance on 9th is open only until 5pm.

Saturday, April 28 5:00 AM to 7:00 AM - By Appointment ONLY; the availability is very limited.

Hand-Carry Rules

Hand-carrying is allowed for 1 trip per exhibitor as long as you are not using any mechanical equipment including a dolly, cart, etc. Only during the hours of **Thursday 10am-5pm, Friday 5am-8:30am, Friday 3pm-5pm**, you may pull into the south side of L Street between 7th and 9th Street, NW for unloading. The hand carry entrance is on 9th Street. Your car **may not be left unattended** at any time so please bring at least 2 staff and your unloading time will be limited to 15 min. You do not need to schedule an appointment for hand-carrying.

Move-in Using a POV (Privately Owned Vehicle)

Unloading on the street and hand-carrying materials:

There is no parking and unloading area around the convention center except extremely limited coin-parking spots. If you have materials you can hand carry, you may unload on L Street and use the 9th Street entrance. Your vehicle may NOT be left unattended. Please make sure to have at least two staff per vehicle.

(Please see Hand Carry Rules above.)

Unloading through loading dock and using union labor cart service:

If you have more materials than 1 hand-carrying trip, you need to move in through the loading docks and schedule your arrival time with CSI.



Hiring union labor for installation and dismantling of your exhibit:

Hargrove will supervise the production using union labor.
Please [click here](#) to obtain the form for the service.

Using an Exhibitor Appointed Contractor (EAC):

Exhibitors who plan to have an exhibit service firm other than Hargrove MUST fill out an EAC form. Please [click here](#) to obtain the form and the terms.

Other exhibitor services

***Please note deadlines for advance rates for each service. CSI will provide a discounted rate until the deadline and place an order for you. After the deadline, you will have to contact each vendor directly and the rates may go up.**

AV & PC rental:

If you need to rent audio or video equipment or computers, etc., please [click here](#) to obtain the order form.
Contact: CSI (usasef@csi-dc.com). Deadline for advance rate is April 10th, 2012.

Electrical Service:

One 120V/ 20 amp is included in your 10' x 10' booth. It is not a dedicated circuit and the outlet will be in the back of your booth. You need to bring your UL-approved extension cords if necessary.
Please indicate your additional electrical needs in the Partner Portal by December 31st, 2011 in order to receive a discounted rate. Contact: CSI (usasef@csi-dc.com).

Internet/Phone line Service:

Please read through the options including Wi-Fi and hard line connection services. There are Wi-Fi service for exhibitors (basic for \$49.95 and premium for \$99.95 per day) 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 fill in and send the form. USASEF will provide internet connections for bookstores.
Please [click here](#) to obtain the guidelines and order form.
Contact: CSI (usasef@csi-dc.com). Deadline for advance rate is January 15th, 2012.

Water, Gas and Plumbing:

Chemical dumping ports will be provided on the Expo Hall Floor. Final locations will be designated on Expo Floor Plan. No Cost will be incurred if chemicals are hand carried and drained.
Additional cost will be incurred if fill and drain service is required.
Please [click here](#) to obtain the form for water order and plumbing service.
Contact: CSI (usasef@csi-dc.com). Deadline for advance rate is January 15th, 2012.

Food and Beverage:

Please note that the Washington Convention Center has an exclusive caterer. **If you plan to include food and beverage samples or give-aways in your exhibit, please read the guidelines and [fill out the form here](#).**

There is a food court in the convention center and concession carts will be around stages in the Expo halls. They will be open during the show hours. Exhibitor staff may personally bring their own individual meals;



however, meals may not be brought in for other staff members. If you would like to provide food and beverage for your staff or guests, please contact **CSI to place orders**. Contact: CSI usasef@csi-dc.com

Security:

Expo halls will have security guards at the entrance during the move-in/out hours and exhibitors will be asked to show credentials. Expo halls will be locked overnight. However, if you have valuables, we recommend that you hire a private security firm specifically for your booths. **Washington Convention Center, USASEF, CSI, and their agents are NOT liable for any lost or stolen items.**

Contact: Simmons Security 240-375-0283. Please [click here](#) to obtain the order form for security.

Exhibitor credentials:

There will be an exhibitor check-in desk outside the Expo halls. Hours- TBD

The person indicated in the Partner Portal as the on-site point of contact must be present with a government-issued Photo ID to pick up the credentials.

Five exhibitor staff credentials will be included in your 10' x 10' booth. (5 per 10' x 10' booth)

The credentials are transferrable so your staff may share them between shifts.

If you need additional credentials, please indicate it in the Partner Portal by December 31st, or contact CSI usasef@csi-dc.com.

Sales and Give-aways:

Please make sure all sale items are entered into the Partner Portal and approved in advance.

You may sell books, CDs, or other educational materials that have been approved by USASEF in advance.

Food and Beverage cannot be sold or provided as give-away unless approved in advance.

Give-away items are allowed unless they are considered dangerous, illegal or unethical. There is no restriction on promotion or logo use.

Move-out Hours

Sunday, April 29, 4:00 PM – Exhibitor Move-Out officially begins.

After the close of the Expo, Hargrove will start returning the empty containers so that exhibitors can pack their exhibit materials. Please keep the aisles clear during this time to expedite the delivery. Please allow a minimum of 60-90 minutes for containers to arrive at your booth. If you have ordered union labor to dismantle your exhibit, be sure to confirm the start time of your workers by checking with the Hargrove Service Center on site. Be sure to pick up and review your statement of charges at the Hargrove Service Center prior to move-out. Remember that no adjustments to your account will be made after the close of the Expo.

Sunday, April 29, 9:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than Hargrove should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by 9:00 PM on Sunday, April 29. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in.

Should your carrier fail to check in at the loading dock by Sunday, April 29 at 9:00 PM, Hargrove, Inc. reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor CSI assumes any liability as a result of such re-routing.



Sunday, April 29, 10:00 PM – Exhibits packed and Bills of Lading turned in to Hargrove.

All Bills of Lading must be turned in to the Hargrove Service Center located on the Expo floor to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Sunday, April 29, 11:00 PM – Final clean up, Exhibitor Move-Out ends.

All exhibitors must be cleared from the floor unless otherwise scheduled by CSI.

In order to download the entire exhibitor kit including all forms, please [click here](#).

Thank you very much for taking the time to read through this document and your cooperation in making the Festival a great success!