

**USA Science & Engineering Festival (“USASEF”)
Expo Terms & Conditions
April 28–29, 2012 (Sneak Peek April 27, 2012)
Walter E. Washington Convention Center
Washington, DC**

All exhibitors of the USASEF Expo are subject to the following Terms & Conditions. Please read them carefully. Please initial each section and provide your electronic signature at the bottom. For questions, please contact Larry Bock at biobock@mac.com or Lauren Raymond at lauray7@gmail.com

- Your exhibit must be an educational, entertaining, hands-on and interactive experience staffed with warm smiling faces.
- All content must be appropriate for a family audience.
- USASEF will provide pipe and drape for your exhibit space, tables, chairs, trash bins, and electricity as specified (see below for basic package specifications).
- Exhibitors will provide all other booth materials and content.
- **Exhibit Fees:** Exhibit fees apply and must be paid in advance to guarantee your space. Your space is not guaranteed until you have accepted these Terms & Conditions and paid your exhibit fees. Exhibit fees for the basic package are \$500 for non-profit organizations and \$750 for for-profit businesses who sign up by May 31, 2011. Exhibit fees may be higher for exhibitors who sign-up after May 31, 2011. You can pay by credit card or by check. Exhibit fees equal to or greater than \$2500 must be paid by check. **Please note that we are unable to fill out vendor forms due to the small size of our staff.** All pertinent information is on your invoice or receipt. Our W-9 is downloadable from within the Partner Portal. **ALL FEES ARE NON-REFUNDABLE.** Exhibitors who have a barter agreement with USASEF are subject to a \$500 cancellation fee, should they cancel their exhibit space after December 31, 2011.
- **Cancellation Policy:** Your exhibit space has been offered to you at an extremely discounted rate, heavily subsidized by financial sponsors. Space at the Convention Center is limited and the Expo will be sold out. If you must cancel your exhibit, you need to do so in writing to Larry Bock at biobock@mac.com by December 31, 2011. Your previously paid exhibit fees are non-refundable and serve to offset costs incurred on your behalf. A \$500 cancellation fee applies if you received your exhibit space at a discounted rate or as part of a barter agreement.

- **The Basic Package** comes with one 10'x10' booth (pipe and drape), one table, two chairs, one trash bin, and one 20 amp outlet (if requested). Additional chairs and tables may be ordered through the Partner Portal form and incur a flat fee of \$100 for a package of 1 additional table and 2 additional chairs. Orders exceeding one additional package will be quoted by request. Exceptions and additions to the basic package must be agreed upon by both parties in writing and may be subject to additional fees. Exhibitors who need to order additional equipment or services should indicate the additional order in the Partner Portal for a quote. Exhibitors are also responsible for covering any additional costs that may be incurred to meet regulations of the DC Fire Department or the Walter E. Washington Convention Center, such as carpeting, flooring, or any special set-up equipment and service fees. Exhibitors will be informed in due time should such costs arise. USASEF will send you an invoice listing additional costs several months prior to the Expo.

- **Partner Portal:** You must provide a detailed description of all components of all your exhibits to USASEF no later than **September 30, 2011** through the Partner Portal. This includes a description of your booths' activities, a list of all materials you plan to use, a list of chemicals/gases/liquids you plan to use, a list of any living organisms you will have on display, and any other equipment or materials to be brought onto the Convention Center for your booth. This information will be submitted to the DC Fire Department and Convention Center for approval. Once approved, you will be notified and can proceed with your exhibit plan. To provide this information, please log into the USASEF Partner Portal to update your record. If you fail to provide final information by September 30th, 2011, your exhibit space may be given to an organization on the waitlist.
- **Expo Hours:** The Expo will be open to the public Saturday, April 28th, 2012 from 10:00am-6:00pm and on Sunday, April 29, 2012 from 10:00am – 4:00pm. During the hours of the Expo, the exhibit must be staffed by smiling faces at all times. Each 10'x10' booth should be staffed with a minimum of 2-3 people at all times. Staff may bring their own food and water or purchase at the food court and nearby restaurants.
- **Sneak Peek Friday** On Friday, April 27th, 2012, a small number of exhibitors will participate in a Sneak Preview event. Participation in the Sneak Preview is by invitation and participating exhibitors will be informed of set-up times. Participating exhibitors must be fully set up by Friday morning. The audience will include K-12 students and their teachers, government officials, and the press.
- **Setup and Tear Down:** All Exhibitors are expected to participate for the two full days. Exhibits cannot be broken down prior to Sunday, April 29th, 2012 at 4:00pm. Setup is between Thursday, April 26th and Friday, April 27th, 2012. You will be assigned a time to setup your booth. Tear down will take place starting at 4:00pm, April 29th, 2012 and all materials must be out by 11:59pm, April 29th, 2012.
- **Signage:** Please note that there is NO restriction on logo or organization name use on your signage within your booth space. Unlike last year, you do not need to submit your signage to USASEF for approval.
- **Security:** The Convention Center security services will patrol the entire Expo premises. USASEF will also hire a private security firm to secure the exhibit hall. However, you understand that USASEF and its contractors, vendors and partners **ASSUME NO LIABILITY FOR LOST, DAMAGED OR STOLEN ITEMS**. The Expo Halls will be completely closed before and after Expo hours and posted move-in and –out times. Exhibitors are permitted to provide their own unarmed private security but they may not stay inside the locked hall after hours because the lights will be out. During the designated times for set-up and break-down, the halls will be open only to exhibitors with badges.
- **Distribution of Materials:** Materials related to your exhibit may be made available to the public but should be kept at a minimum. You are permitted to distribute brochures and, unlike last year, they do not need to be submitted for approval. Please help us limit the amount of trash generated and refrain from passing out excessive materials.
- **Logos and Images:** The Convention Center logos may not be used in any public or private promotional materials without written consent. We maintain a library of Convention Center images for promotional and marketing materials. Use of these images is permitted only upon agreement to credit both the photographer and the Convention Center.
- **Booth Sales Transactions:** With written consent from USASEF, you are permitted to do sales transactions for limited items at the event, but the DC government requires tax collection. You must follow all DC regulations. Please refer to the FAQ page for further

instructions and indicate on the Partner Portal if you are planning to sell any items at your booth.

- All material used by you must not infringe on any copyright, trademark, patent, or other third party right.
- USASEF reserves the right to allow and assign commercial sound recording, photography and/or filming by official sponsors. By participating in the Expo you give USASEF permission to use such sound recording, photography and/or filming to promote the USA Science & Engineering Festival and Expo, including using such material on the USASEF website. You further understand that you will not be compensated for this use.
- **YOU AGREE TO BE FULLY RESPONSIBLE TO THE USASEF, ITS PLANNERS, PARTNERS AND AGENTS, FOR ANY CLAIMS, LOSS, DAMAGE, INJURY AND LIABILITY RELATING TO YOUR PARTICIPATION IN THE FESTIVAL TO THE EXTENT OF APPLICABLE LAW.**
- This working relationship is between your organization and USASEF. It cannot be assigned, subcontracted, or in any way transferred to a third-party without prior written consent from USASEF.
- USASEF reserves the right to cancel and no damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, strikes, or other circumstances outside of USASEF's control, any one of which make performance of the Expo impossible.

Convention Center Union Labor: The Convention Center is a union house which means you must use union labor for certain services.

- **Freight Deliveries:** The Convention Center does not accept shipments of event-related freight or materials. All exhibitor materials, booths and other drayage must be consigned to the official general service contractor once the license period has begun. The Convention Center is unable to accept these deliveries and will return to sender. Contact information will be provided on the Partner Portal.
- **Load-in:** Exhibitors are not permitted to move in their booth materials with the exception of Hand-Carry regulations (see below). Teamsters will be available at loading docks to help move in exhibit materials at a cost. It is strongly recommended that you process the payment for hiring union labor in advance to avoid long lines and the time-consuming paperwork process on site. Teamster service contact information will be provided in the Exhibitor FAQ. **There will be a 2-hour window on Saturday morning during which USASEF will cover the cost of move-in for non-profit organizations who have no more than 1 10x10 exhibit space. Details will be provided.**
- **Hand-Carry:** There will be a designated hand-carry entrance. Exhibitors may use this entrance to transport materials that **one person** can carry in **one trip** to his or her booth. Multiple hand-carry loads are not permitted to your booth. Examples of acceptable hand-carry materials include small boxes, a suitcase or fiberboard shipping carton, portable displays on wheels and small luggage racks. The following items are **not** considered hand-carry items and require hiring union labor: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.
- **"Show" Labor:** Skilled union trade labor is employed by the general service contractor and exhibitor-appointed contractors, and center service partners to perform most of the "show" labor work associated with events. Carpenters (United Brotherhood of Carpenters and Joiners) are responsible for decorating, installation and dismantling of exhibit displays, hanging lightweight (under 200lbs) signs and banners, carpet installation and any work requiring the use of **power tools**. Teamsters (International

Brotherhood of Teamsters) are responsible for material handling, unloading, freight movement and reloading, as well as operating mobile equipment including tractor trailers and forklifts.

- **Stagehands:** The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States must be hired by your audio visual or production contractor to install, operate and dismantle theatrical lighting and audio equipment associated with general sessions, performances and exhibits.
- **Electricians:** The International Brotherhood of Electrical Workers (IBEW) is provided by, the Convention Center's exclusive provider of temporary installations of electrical services, plumbing services, and rigging.
- **Oversize Vehicles:** The maximum weight capacity in all exhibit halls is 350 lbs per square foot. Oversize and/or overweight vehicles must have a permit from the DC Department of Transportation to enter DC. Consult the DC Department of Transportation website at <http://ddot.dc.gov> and click on "public space management," followed by "types of permits" to obtain the requirements and applications.

Fire and Safety Guidelines

- Exhibitors MUST abide by Fire and Safety Guidelines imposed by the DC Government. The National Fire Protection Association Life Safety Code is the established safety standard for events. The Code, as well as standard operating procedures established in cooperation with District of Columbia safety agencies, is included in the fire and safety guidelines posted on the USASEF webpage.

These Terms & Conditions may be amended at a later date – updated versions will be made available on the Exhibitor Resources page.

I certify that I am authorized to accept these Terms & Conditions on behalf of my organization.

Name/Electronic Signature

Date