



## Logistics and Scheduling Information for CVD 2014 Exhibitors

We're looking forward to seeing you soon! The Science-Engineering-Technology Working Group (SETWG) **Congressional Visits Day 2014 Exhibits** will be held from **4:00 p.m. to 7:00 p.m. on Tuesday March 25 in the Rayburn Foyer of the Rayburn House Office Building**. Refreshments will be served and Members of Congress and appropriate staff will be invited. The **George E. Brown Award** will also be bestowed upon a Member of Congress during the event. We urge all exhibitors to individually contact and invite Congressional staff contacts and Members to see these demonstrations of U.S. scientific and engineering ingenuity...

### Location

- The Rayburn House Office Building is located south of the Capitol, on the block bordered by Independence Avenue, First Street SW, C Street SW, and South Capitol Street.
- Visitor entrances are located on the Independence Avenue and South Capitol Street sides of the building. **NOTE: The Independence Avenue entrance is the closest to the Rayburn Foyer.**
- The Reception and Exhibits will be held in the Rayburn Foyer, which is located one level above the Independence Avenue visitors' entrance.

### Schedule

- **Beginning at 2:00 p.m. on March 25**, exhibit setup will begin. Exhibit setup should be completed by 4:00 pm.
- Bob Boege of ASTRA (cell phone: 202-320-8836) and other designated volunteers will be on site to answer any questions and provide assistance; however, we will not be responsible for any materials and equipment left unattended.
- Please note that porters and handcarts are not available – **all materials must be carried in by exhibitors personally.**
- See Schedule of Events for Exhibitors (separate document, forthcoming).

### Bringing in materials

- **Due to stringent security regulations, you are strongly encouraged to carry exhibit materials and equipment through the screening checkpoints at the Rayburn Building Visitor Entrance on Independence Avenue. On the day of the event, March 25, you should plan time to get through security.**
- The screening machines at these entrances have the same dimensions as those used in airports. The opening is 20 x 20.
- Remember that you cannot park or leave your vehicle unattended at this entrance so it would be a good idea to have a colleague with you to assist in this task.
- **If you must use the loading dock, please notify me immediately**, so that I can collect driver's name, license number, make of car, tag number, time arrival, etc. in time to forward to the appropriate offices. When you contact me, I will give you details regarding the multiple offsite screening facilities you must go to, the rules and regulations as well as the loading dock process. Additionally, please plan on at least 90 minutes to complete the screening process on the day of the exhibit.

### Other Information

- **Photographer:** A photographer has been secured and will be at the reception for the entire event.
- **Parking:** On-street parking on Capitol Hill near the Rayburn building is extremely limited. However, a few nearby hotels have parking facilities and commercial parking lots may be found in the area.
- **Metro:** The closest Metro stop to the Rayburn House Office Building is Capitol South, which is serviced by the Orange and Blue lines.