

# STEM on the Hill™ 2016 Exhibitor Logistics Notes

We're looking forward to seeing you soon! The **Science-Engineering-Technology Working Group (SETWG) STEM on the Hill™ Congressional Visits Day 2016 Exhibits** will be held from **4:00 p.m. to 7:00 p.m. on Tuesday, April 12 in the Rayburn House Office Building Foyer**. Refreshments will be served and Members of Congress and appropriate staff will be invited. The **George E. Brown Award** will also be bestowed upon two Senators and two Member of the House of Representatives during the event. We urge all exhibitors to individually contact and invite Congressional staff contacts and Members to see your own demonstrations of U.S. scientific and engineering ingenuity...

## Location

- The **Rayburn House Office Building** is located south of the U.S. Capitol Building, on the block bordered by Independence Avenue and South Capitol Street, S.w.
- 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 and easiest for taxi drop off.**
- The Reception and Exhibits will be held in the **Rayburn Foyer**. It is located one level above the Independence Avenue visitors' entrance. We recommend you use this entrance.



## Schedule

- **Beginning as early as 2:00 p.m. on April 12**, exhibit setup will begin. Exhibit setup should be completed by 4:00 p.m.
- 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.** You will go through magnetometers and larger equipment and items will be wanded by security personnel.

## Bringing in materials

- **Due to stringent security regulations, you are strongly encouraged to carry exhibit materials and equipment through the screening checkpoints at the Entrance on Independence Avenue.. On the day of the event, April 12, 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 Bob Boege @ 202/320-8836 immediately**, so that we can collect driver's name, license number, make of car, tag number, time of 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 60 minutes to complete the screening process on the day of the exhibit.

## Other Information

- **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.