

STEM on the Hill™ 2018 Exhibitor & Logistics Notes

Logistics and Scheduling Information for STEM on the Hill™ 2018 Exhibitors

We're looking forward to seeing you soon! The **Science-Engineering-Technology Working Group (SETWG) STEM on the Hill™ Congressional Visits Day 2018 Exhibits** will be held from 5:00 p.m. to 7:30 p.m. on Tuesday May 8 in the newly renovated Rayburn House Office Building Banquet Rooms, located in Rayburn B 2043 — B 2045. Refreshments will be served and Members of Congress and appropriate staff will be invited. The **George E. Brown Award** will also be bestowed upon an **as-yet-to-be named recipient(s)** during the event.

In addition, we are excited to announce that the professional videographic firm, **Color of STEM**, will be documenting the exhibit and will provide exhibitors a chance to describe their programs and services through video clips — these can be used for Web content and other purposes and further information will follow.

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... separate invitations are prepared for you upon request.

Location

see larger map on page 2



- The Rayburn House Office Building Banquet Rooms, located at Rayburn Rooms B 2043 — B 2045.
- Visitor entrances are located at the Independence Avenue and South Capitol Street ("The Horseshoe") locations at Rayburn. **NOTE: The South Capitol Street (Horseshoe) entrance is the closest to the Banquet Rooms but the Independence Avenue is the easiest for taxi drop off.**
- The Reception and Exhibits will be held in Rayburn Banquet Rooms B 2043 — B 2045, which is located on B level of the building.

Schedule

- **Beginning at 3:30 p.m. on May 8**, exhibit setup will begin. Exhibit setup should be completed by 4:30 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.

Bringing in materials

- Due to stringent security regulations, you must carry all exhibit materials and equipment through the screening checkpoints at the Rayburn Building Visitor Entrances on Constitution Avenue or Delaware Avenue, N.W. You will take stairs to the B Level from the Independence Avenue Entrance. The South Capitol Street Entrance is one level above the Banquet Rooms. You must allow 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. Larger items can be wanded.
- Remember that you cannot park or leave your vehicle unattended at any entrance so it would be a good idea to have a colleague with you to assist in this task. Parking is very limited at the Capitol. The nearest public parking garage is located at Union Station, about 5 long blocks away. We recommend using taxis, Uber or other means to get items to the entrances.
- **If you must use the Rayburn loading dock, please notify Boege 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, Boege 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, Union Station has public parking and is located five long blocks away.
- **Metro:** The closest Metro stop to the Rayburn Building is Capitol South Station, which is serviced by the Blue / Orange lines.