

6th Annual STEM Forum & Expo – hosted by NSTA

Frequently Asked Questions

Where is the 6th Annual STEM Forum & Expo located?

The 6th Annual STEM Forum & Expo is being held at the [Gaylord Palms Resort and Convention Center](#) in Kissimmee, FL in Hall C of the convention center.

What is included in my booth fee?

Your booth rental includes the rental space (10'x10', 10'x20', 20'x20', etc); 4 full conference registration badges; company listing in the final program, on the conference app, and the online floor plan; one complimentary license for iLeads lead retrieval system (if ordered by deadline).

Exhibitors are responsible for all booth furnishings and needed services. All exhibitors are required to have some type of flooring in their booth. You can use your own flooring or rent carpet from Hargrove.

Who are the official service vendors?

Decorator – Hargrove
AV – Audio Visual Production Services
Electrical and Internet – Gaylord Palms
iLeads – Global Convention Solutions

When can I set up my booth?

Exhibitors can set up their booth starting at 8 am on Wednesday, July 12. All booths must be set-up by 2 pm on Wednesday, July 12th. Any exhibitor not set-up by this time will not be allowed to set-up until Thursday, July 13th at 7 am.

What are the exhibit hall hours?

Wednesday, July 12	4:30 – 6:30 pm <i>Opening Welcome Reception</i>
Thursday, July 13	9:15 am – 3:00 pm
Friday, July 14	9:15 am – 3:00 pm

When can booths be dismantled?

Exhibitors cannot start to dismantle booths until 3:00 pm on Friday, July 14th. Any dismantling prior to 3:00 pm will result in a fee of \$350 and forfeiture of floor position at future NSTA conferences.

What are the Union/Labor Rules for the Gaylord Palms Resort and Convention Center?

Each convention center has different union/labor rules. Please read the [Union Rules](#) for the Gaylord Palms Resort and Convention Center so you are familiar with what you can do to set up your booth.

How do I get my booth materials to the convention center?

We encourage exhibitors to ship materials to the advance warehouse to save time and money. By using the advance warehouse your shipment will be waiting for you at your booth on Wednesday, July 12th.

The advance warehouse will accept shipments between Friday, June 9th – Friday, July 7th between 8:00 am and 4:00 pm daily. The advance warehouse will be closed on Tuesday, July 4th for the Independence Day Holiday.

If you need to ship materials directly to the convention center, please use the Direct Ship label. Direct shipments can arrive starting on Wednesday, July 12th at 8:00am. Please keep in mind if you ship your materials directly there will be a delay in the delivery to your booth.

What is Material and Handling?

Material Handling includes the following services - for more information [click here](#).

- Receiving and unloading your shipments at Hargrove's warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

What is iLeads?

iLeads is an app that you can download onto your mobile device (iPhone, iPad, and Android) to capture leads at the conference. You scanned an attendee's badge at the conference, and follow up after the conference.

Where is WiFi available?

Complimentary WiFi is available in the hotel atrium (this does not include the convention center public spaces, meeting rooms or exhibit halls) and guestrooms. WiFi is available for purchase in the convention center including the exhibit hall and meeting rooms.

Are meals included with my booth fee?

NSTA provides an exhibitor lounge that will have coffee, tea, and water throughout the conference and afternoon snacks (while supplies last) on Wednesday, Thursday and Friday starting at 12 Noon.

How do I get to the Gaylord Palms Resort and Convention Center?

Travel information is available on the [Gaylord Palms Resort and Convention Center](#) website. There are three local airports: Orlando International Airport (MCO), Orlando Sanford International Airport (SFB), and the Kissimmee Gateway Airport (ISM). The Gaylord Palms does not provide shuttle service to or from any of the airports.

Where do I park?

You can park on property for \$22/day. The \$22/day does not include tax which is additional.