

NSTA National Conference on Science Education
Georgia World Congress Center
Atlanta, GA -- March 15-18, 2018
Frequently Asked Questions

Where is the NSTA National Conference located?

The NSTA National Conference is being held at the Georgia World Congress Center in buildings A-C. Attendee and Exhibitor Registration, Badge Reprint/Pick-Up and Program Pick-Up are located in exhibit hall B-2 in Building B.

What is included in my booth fee?

Your booth includes the rental space (10'x10', 10'x20', 20'x20', etc); 4 complimentary exhibitor badges per 10'x10' booth rented that allow you to attend conference sessions (you are responsible for any additional fees); company listing in the printed program, conference app, and the online floor plan; and one complimentary license for iLeads lead retrieval system (if contract and order forms are submitted by deadlines).

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

Who are the official service vendors?

- Decorator – Hargrove
- AV – Audio Visual Production Services
- Electrical – GWCC
- Internet – CCLD Networks
- iLeads – Global Convention Solutions;
- Catering – Centerplate

Exhibitors are responsible for purchasing the following services/materials. Please make sure to order these services through the appropriate vendor.

- Internet
- Electricity
- iLeads
- Booth furnishings including tables, carpet (or floor covering), etc.

When can I set up my booth?

Tuesday, March 13	11 am – 5 pm
Wednesday, March 14	8 am – 5 pm

All booths must be set-up by 5 pm on Wednesday, March 14. Any exhibitor not set-up by this time will not be allowed to set-up until Thursday, March 15 at 5 pm.

What are the exhibit hall hours?

Thursday, March 15	11:00 am – 6:00 pm
	11:00 am – 12:30 <i>exclusive hours</i>
Friday, March 16	9:00 am – 5:00 pm
Saturday, March 17	9:00 am – 3:00 pm

When can booths be dismantled?

Exhibitors can start to dismantle booths at 3:00 pm on Saturday, March 17. Any dismantling prior to 3:00 pm will result in a fee of \$500 and forfeiture of floor position at future NSTA conferences. Please plan your travel to avoid penalties.

What are the Union/Labor Rules for the Georgia World Congress Center?

Each convention center has different union/labor rules. Please read the [Union Rules](#) for the Georgia World Congress 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 Tuesday, March 13.

The advance warehouse will accept shipments daily from 8:00 am to 4:00 pm starting Thursday, February 8 thru Wednesday, March 7 at 4:00 pm.

If you need to ship materials directly to the convention center, please use the [Direct Ship label](#). Direct shipments can arrive starting on **Tuesday, March 13 at 8:00 am**. Please keep in mind if you ship your materials directly to the convention center there could be a delay in the delivery to your booth.

What is Material and Handling?

Material Handling includes the following services - for more information review the [Atlanta Material and Handling Hints](#).

- 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 one 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 download onto your mobile device (iPhone, iPad, and Android) to capture attendee information by scanning their badge. At the end of the show, you will receive an email with a login and password to access the leads you captured. NSTA only provides the attendee information which the attendee has allowed to be shared.

How do I access the loading docks?

If you plan to drive your materials to the convention center for unloading, you will need to check into the Marshalling Yard. [Click for directions.](#)

Here is the Marshalling Yard schedule for the NSTA National Conference:

- **Inbound Freight**
 - Tuesday, March 13 8:00 AM to 4:00 PM
 - Wednesday, March 14 7:00 AM to 4:00 PM
- **Outbound Freight**
 - Saturday, March 17 2:00 PM to 7:00 PM
 - Sunday, March 18 7:00 AM to 11:00 AM

Where is WiFi available?

Free WiFi is available in all public spaces at the Georgia World Congress Center. It is meant for basic web surfing and checking email.

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. Snacks will be available at 12 noon each day.

How do I get to the Georgia World Congress Center? And where do I park?

Travel and parking information is available on the [Georgia World Congress Center website.](#)