

Event Name: USDA HQ Expo
Date: Tuesday, September 12, 2023
USDA HQ: The South Building: 1400 Independence Ave, SW. Washington, DC 20250

Time: Set up: 9:00am – 10:00am
Exposition: 10:00am – 1:00pm
Teardown: 1:00pm – 2:00pm

*The Expo will take place in the “South Building Cafeteria Conference Rooms”

Due Dates – Email Required Information To Your Federal Training Partnership Account Rep:

*Company representative info due date: COB Friday, September 1
*Company description: COB Friday, September 1
*Company ad (if applicable with package): COB Friday, September 1

Security Information/Gaining Access On Expo Day:

Please submit company rep info to Federal Training Partnership by COB Friday, September 1

*Company rep info should include: Name, Title, Cell/Work Phone Number, and Email.

*Company representatives need to bring a valid United States driver’s license to gain access to the USDA South Building. *The driver’s license must be Real ID compliant. Please bring a U.S. Passport if you do not have a Real ID compliant driver’s license.

*Covid Regulations: Please note that Covid rules and regulations are subject to change up to and including the day of the event. While at the moment there are no restrictions, this could change and may include having to wear a mask and bringing your vaccination card (although we will confirm if this is not necessary).

*Upon getting to the main entrance at the USDA South building, please enter at the **WING 3 VISITORS ENTRANCE located on Independence Ave** (located a little past halfway in the middle of the building). Company representative name will be on the visitors list and then will be directed to the expo area.

*All exhibitor items will need to fit through and be scanned by an X-Ray machine (same size as at an airport).

Driving Directions:

From Maryland: Take Baltimore-Washington Pkwy and State Hwy 295 to 12th St SW in Washington. Take the Maine Ave exit from I-395 S. Continue on 12th St SW. Drive to Jefferson Drive

From Virginia: I-66 E to Rock Creek and Potomac Pkwy NW in Washington. Take the exit toward

Independence Ave from I-66 E. Drive to Jefferson Drive.

Parking:

Please note – parking is very limited in the immediate vicinity of the USDA South Building. There are limited street meters. The closest pay parking lot is Park American - located at: 901 D Street SW.

Metro:

The USDA South Building is located 1/10 mile from the Smithsonian Station on the Orange Line.

Equipment:

USDA HQ at the South Building will not accept shipments of equipment prior to the show. Please bring a handcart to transport any equipment/promotional items from your vehicle to the expo venue.

*Please note: Federal Training Partnership and USDA will not be held responsible or liable for items shipped to any government facility. Delivery of equipment cannot be guaranteed if items are shipped to this location as it is not allowed, nor recommended.

Recommended Hotel:

Holiday Inn
550 C Street SW
Washington, DC 20024
202-479-4000

Contacts:

For questions regarding logistics on the event day, please contact Vincent Smith at 757-344-0656 or vincent@federaltrainingpartnership.com.

Federal Training Partnership



**Technology
Expo Series**

Audio-Visual Rental Form: USDA Series

- Completed AV forms should be sent to: contract@federaltrainingpartnership.com or fax to 800-858-3950
- Forms must be received by COB on 2/28/23

Qty.	Description	Pre-Show Price: Per Day	Item Total:
	22" Computer Monitor (Flat Screen)	\$225	
	32" LCD Computer Monitor (Flat Screen)	\$395	
	42" Plasma Flat Screen	\$495	
	46" Plasma Flat Screen	\$595	
	Stand	\$150	
1	Delivery Fee*		\$250
		TOTAL DUE	\$ _____

*Delivery fee includes transporting of audio visual equipment

Billing Information:

EXHIBITING COMPANY NAME: _____

__MC __VISA __AMEX Expiration: ____ / ____ CSC/Security Code : _____

Credit Card #: _____

Card Holder Signature: _____ Printed Name: _____

Contact Name: _____ Telephone: (_____) _____

Email: _____

CC Billing Address: _____

Street City State Zip