



**2018 Exhibitor Registration Form**  
**WRO Massachusetts National Qualifier and STEM Expo**

Each Exhibitor Registration includes one 10'X10' booth with two chairs, one 6ft table and an identification sign. In addition, your organization will be featured on the Semia USA website and promotional materials for the event. Exhibit space assignment will be assigned two weeks prior to the event.

**Exhibitor Contact Information**

Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Preferred Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_  
 Organization Website: \_\_\_\_\_

*Please provide your organization logo file (jpg, gif or png) for use in promotional materials.*

**Exhibitor Options**

- Business Exhibitor Booth (10'X10') \$150.00
- Non-Profit Exhibitor Booth (10'X10') \$100.00
- Robotic Team Exhibitor Booth\* (10'X10') \$85.00
- Maker Club Exhibitor Booth (10'X10') \$85.00
- Additional Exhibitor Booth (10'X10') \$85.00

Makes Checks payable to:  
 SEMIA Education Technology Inc.  
 P.O. Box 442  
 Medford, MA 02155

*\*Free Exhibitor booths for Robotic Teams who register for the Robotic competition.*

Need electrical access for exhibit:  Yes  No  
 Need table:  Yes  No

Need additional chairs: \_\_\_\_\_ Additional chairs (2 chairs will be provided unless specified)

Deadline for Exhibitors to register is July 20, 2018. Payment by check or credit card must accompany registration form to guarantee space.

**Payment Information**

Total: \$ \_\_\_\_\_

Check (U.S. funds drawn on a U.S. bank payable to Semia Education Technology Inc.)

Credit Card  Visa  MasterCard

Card Number:

Card Holder Name: \_\_\_\_\_ Expiration: \_\_\_\_\_

Send an additional e-mail receipt to: \_\_\_\_\_

Questions? Contact Jeannette Passanisi at (617) 959-4305 or [jpassanisi@semia.com](mailto:jpassanisi@semia.com)

## **WRO Massachusetts National Qualifier and STEM Expo Rules and Regulations for Exhibitors**

### **Set-up and Breakdown:**

Exhibitors may begin set-up of their exhibits at 7:30 a.m. on the morning of the event. The Event will open to the public at 9:00 a.m. and run until 4:00 p.m. We ask exhibitors to stay for the entire event and not to start the disassemble of their exhibit until 4:00 p.m. All exhibitors must leave the building no later than 5:30 p.m.

### **Exhibit Area:**

Please complete the Exhibitor's Information form so we know if you need a table and additional chairs as well as electricity. Otherwise there could be a delay in having your booth ready for you to set up. Exhibitors will be responsible to provide their own table covers. Plan to bring a cloth or cover for you table.

### **Electricity:**

Electricity is available. If you have requested electricity you will be required to provide your own adaptors and power strips. We also recommend bringing at least one 25 ft extension cord and recommend that you label any equipment you bring to the STEM Expo.

### **Extras:**

You may bring your own equipment and furnishing as long as you stay within the booth area. **All exhibitors are encouraged to provide an interactive exhibit or demonstration for their booth.**

### **Display:**

Displays must be contained within the booth area. No items may be placed on the floor next to or in front of table that would block neighboring exhibits or attendee's path. All items and staff working must be contained within the appropriate exhibitor area.

### **Signs and Banners:**

The Exhibitor may bring signs, posters and promotional banners to be displayed with stands or an easel. Signs or other materials may not be taped to the wall and no holes may be put into the wall or floors. Signs must be professional, appropriate size and nature and displayed within the limits of the exhibit space. Bring appropriate clips or other supplies to secure your signs/banners to the table. No Stickers.

### **Prohibited Items:**

This event is an alcohol free, tobacco product free and drug free zone. There is absolutely no smoking allowed on the grounds of the Boys & Girls Club. Firearms and other weapons are not allowed and are subject to be reported to the Woburn and State Police if found.