Welcome – Overview

Thank you for registering for a 2020 SkillsUSA TECHSPO Exhibitor Booth. We are excited to have your industry represented at our show.

The SkillsUSA TECHSPO is scheduled for June 23-25, 2020 at the Kentucky Exposition Center in Louisville. Changes continue to be implemented to the exhibit floor in order to host a more successful conference and serve our exhibitors better. Several competitions have shifted or moved since last year to better accommodate the competitions. If you would like to view the most up-to-date map of the exhibit floor or exhibitor listing, go to the following link: https://www.skillsusa.org/events-training/techspo-trade-show/maps-exhibitor-listing/

**Please note that booth numbers may change after invoices are sent out. Please be sure to verify booth number before submitting service provider order forms.

*Reminder: sales are allowed in TECHSPO for a minimal fee of $500. Please contact me if you are interested.

TECHSPO will be managed by Kaitlin Youngs and Jaime Schalk. Please contact us at the information below:

kyoungs@skillsusa.org ; 703-737-0623
jeschalk@skillsusa.org
<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Cancellation Charge: 25% of total space rental</td>
<td>Jan. 1 - March 31</td>
</tr>
<tr>
<td>Housing Opens</td>
<td>Feb. 3</td>
</tr>
<tr>
<td>SkillsUSA University Session Proposal Submission</td>
<td>Open until filled</td>
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<tr>
<td>Cancellation Charge: 50% of total space rental</td>
<td>April 1 - May 15</td>
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<tr>
<td>Awards and Recognition Book Advertisement Commitment</td>
<td>April 6</td>
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<tr>
<td>Awards and Recognition Book Advertisement Artwork Submission</td>
<td>April 27</td>
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<tr>
<td>Cancellation Charge: 100% of space rental</td>
<td>May 16 - until show</td>
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<tr>
<td>Housing Deadline</td>
<td>May 19</td>
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<tr>
<td><em>Avoid lines on-site and preregister staff</em></td>
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<tr>
<td>SmartReg Name Badge Name Submission Deadline</td>
<td>May 20</td>
</tr>
<tr>
<td>KEC Water/Electric/Shipping Forms</td>
<td>June 3</td>
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<tr>
<td>KEC Labor/Fork Lift Forms</td>
<td>June 3</td>
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<tr>
<td>IT (Internet, Network &amp; Voice Svcs.) Incentive Price</td>
<td>June 3</td>
</tr>
<tr>
<td>Fern Exposition (Show Decorator) Discount Deadline</td>
<td>June 7</td>
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Load-In/Load-Out

Load-In

Load-in is scheduled for Monday, June 22 for TECHSPO. Let me know if you have extensive displays and set-up (requiring car/trailer load-in) and we can schedule load-in/vehicle drops Sunday, June 21. Due to the layout of the floor plan, bringing in these types of items on Monday could disrupt other displays from getting set-up or interfere with competition set-up. For exhibitors that have minimal set-up, please feel free to use the morning of Tuesday, June 23 from 7-10 a.m. The exhibit show will open to attendees on Tuesday at 10 a.m. If you have any questions, please feel free to give me a call.

Load-Out

Thursday, June 25 after 5 p.m. is the scheduled move out time. In order for the exhibits to dismantle and move out, some competitions will have to be taken down. We will provide a load in/out map in your exhibitor packet that will give suggested exits from TECHSPO. **No early teardowns allowed.**

Registration and Check-In

TECHSPO Exhibitors are to register prior to attending the show. This registration link generally goes live in March, so be on the lookout for it from your Show Manager and make sure to register everyone attending for your booth.

Exhibitor’s check-in is Monday, June 22 and will be located next to Fern Exposition. Registration/check-in is 8:00 a.m. until 5:00 p.m. Before set up begins, please have your company representative pick up the packet containing your exhibitor's security credentials and general conference material. It is important that your company designate someone to pick up this packet and make arrangements with the rest of the exhibit staff to have a central place for credential distributing before set-up. These credentials will give exhibit staff access to exhibit area for set up.

This will be a very busy day on the show floor. Competitions will be setting up during this time as well. Please be considerate of that when planning your arrival time to set-up. There could be delays for items being delivered to your space. We will try to be sure KEC staff make their best efforts to expediting exhibit deliveries.

**The following items will be provided to you upon check-in:**

- Conference App QR Code
- Key On-site Contact information
- 2021 SkillsUSA TECHSPO Early Registration Form
• Credentials
• Load-in/Load-out map
• Parking Passes (if requested)

**Exhibitor Show Schedule**

Tuesday, June 23 - Thursday, June 25, 2020

**Exhibits open:**

Tuesday: 10a.m. to 5 p.m.

Wednesday: 8 a.m. to 5 p.m.

Thursday: 8 a.m. to 5 p.m.

Tuesday the floor officially opens to attendees, including students at 10:00 a.m., however the floor is actually open to competitors and competition staff. All exhibitors will need to be in their booth at 8 a.m. because there is no security. Tuesday is a day of orientation for the competitors so we are asking that exhibitors would please take that into consideration and keep loud noises down and respect the competitors as orientation is crucial to them. We will have Conference Management Staff around and identifiable if there are questions or concerns.

**Show Service Providers**

**Official Decorator**

Fern Exposition & Event Services, the official decorator, will have an exhibitor service desk located near the North Wing Lobby, next to Room B 107. Please reference the NLSC Program on-site if you cannot find their service desk. Fern’s service kit will be available online. The link will be posted to our National Leadership and Skills Conference site in January 2020.

**Electrical Services**

Electrical services will be managed by KEC. Please reference the show kit for the order forms. There is also a link at the top of the said forms to direct you to the electronic order forms. If you need electrical services for your booth, please call KEC at 502-367-5321 to verify electrical services.
Freight

If your company is having exhibit material or equipment shipped to KEC, please let the driver know that TECHSPO docks will be identifiable on-site and are for TECHSPO use only. If you plan to have freight delivered to the TECHSPO dock, please let me know to avoid overlapping. TECHSPO docks are identified on the floor map at the following link: https://www.skillsusa.org/events-training/techspo-trade-show/maps-exhibitor-listing/.

All shipments will be handled by KEC. Shipping labels for TECHSPO must be printed on white paper and can be found in the decorator show kit at the following link: http://skillsusa.org/events-training/techspo-trade-show/expo-events-services/.

If driver would like a KEC contact for delivery, please provide them with the service desk at (502) 367-5321.

General Information

- Table top displays receive an identification sign and 1-6 ft. draped table and a chair.
- Payments of booth charges are due immediately. We do accept VISA, American Express and MasterCard credit cards. If you wish to make your payment by credit card, please use the attached SkillsUSA form to submit your payment information. Be sure to include invoice number where noted. If you are not comfortable doing so, feel free to either mail a check or call in your credit card information.
- Just a reminder that all standard indoor booths receive:
  - 100 square feet of exhibit space with an identification sign
  - 1-6’ x 30 draped table
  - 1 folding chair
  - 8’ back drape and 3’ side rail drapes
  - Show Colors: Blue & White
  - The exhibit area is not carpeted.
- All exhibitors that plan to distribute food samples, please fill out the attached forms and submit to Robbin Chapman (CC) for approval by KEC’s official caterer Levy. Any questions regarding the form, please contact Robbin.
Robbin Chapman | Senior Catering Sales Manager

Levy Restaurants | Kentucky Exposition Center

937 Phillips Lane | Louisville, KY 40209

Phone: 502-614-7892 | www.levyrestaurants.com

rchapman@levyrestaurants.com
Vendor Data Information (All blanks must be completed to be applicable)

Name ____________________________________________

DBA ____________________________________________

Physical Address __________________________________

City ___________________________ State ___________ Zip __________

Remit to Address: __________________________________

City ___________________________ State ___________ Zip __________

Telephone # ___________________________ Fax # ___________________________

Email: __________________________________________

Social Security # or Tax ID # ___________________________ 1099 Yes ____ No ____

Direct Deposit Authorization (ACH Credit) Information required to complete the vendor setup process.

I, ____________________________________________

authorize SkillsUSA, Inc. to send an ACH credit to the account indicated below.

Account Type: Checking _____ or Savings _____ AND Personal _____ or Business _____

Bank Name __________________________________________

Bank Routing # __________________________________________

Account # __________________________________________

Remittance Email(s) __________________________________________

Signature __________________________________________

Date __________________________________________

Return to the following:

Email: Sutterback@skillsusa.org
Fax: 703-777-8999
Mail: 14001 SkillsUSA Way, Leesburg, VA 20176

Office Use Only

Entered by: ____________________________ Approved by: ____________________________

Date: ____________________________ Date: ____________________________
**Parking**

There will be exhibitor parking in Lot N (see parking map on website) Each exhibitor will receive three parking passes upon request. Please email Kaitlin or Jaime if you need a parking pass. These parking passes will be distributed in your exhibitor packets that you will pick up at exhibitor check-in. These will be needed for parking lot access once the show begins, Tuesday – Thursday. There will be no parking fees/charges during move-in days (through Monday.)

Any additional needs will be upon request and availability. There is no charge for the two parking passes requested through show management.

**Hotel**

Making your hotel reservation is more convenient than ever. The easiest method is to use the Internet and book directly online by following these instructions:

1. [https://mmxreservations.com/fer/Louisville?groupCode=EXB20&eventId=5592](https://mmxreservations.com/fer/Louisville?groupCode=EXB20&eventId=5592)
2. Follow the prompts to make your reservations.

*The housing site will open on February 3rd. Don’t delay in making hotel reservation because these rooms go quickly.*

**Courtesy Expectations**

All exhibitors are expected to observe the Regulations and Courtesy Expectations prior to the 2020 SkillsUSA TECHSPO show: [http://skillsusa.org/events-training/techspo-trade-show/policies/](http://skillsusa.org/events-training/techspo-trade-show/policies/)

**Reminder**

Only licensed vendors have SkillsUSA’s permission to offer products bearing the SkillsUSA name and logos.

Finally, if there is anything we can do for you; please do not hesitate to ask. You can reach us by any of the methods below. It is our responsibility to make sure you are pleased with your exhibit experience at the SkillsUSA TECHSPO. Thank you for your support of our student and professional members!