



2017 Charleston STEM Festival

A Celebration of Science, Technology, Engineering and Math in the Lowcountry

February 11, 2017 10 a.m. - 3 p.m. Brittlebank Park Charleston, S.C.

Exhibitor Information & Frequently Asked Questions (FAQs)

The Charleston STEM Festival is a celebration of science, technology, engineering and math in the Lowcountry. The annual festival is a highly visible, outdoor event that provides opportunity for engagement and exchange between children, teens, families, and local STEM professionals. The festival will feature 80 hands-on activities, live performances, interactive demonstrations, and family-oriented STEM entertainment. The festival will also feature a [STEM & Art activities and performances](#) for Lowcountry residents. Check out our [Facebook](#) and [Twitter](#) pages to learn more!

1. When does registration close?

The deadline to register as an exhibitor is December 2, 2016.

2. What must my exhibit foster?

All exhibits should include STEM activities that are interactive, simple and efficient.

- My exhibit will need to be registered FIRST before set-up time between 7:45 AM - 9 AM and NOT be taken down before 3 PM.
- My exhibit should include highly interactive STEM/STEAM activities targeted at the K-12 grade and young adult levels. Please refrain from using static displays. The best exhibits are typically those that have a clear take-home message. We strongly encourage having scientists, engineers at the booth to interact with people and answer questions. For useful tips on how to create an impactful exhibit, see: <http://www.usasciencefestival.org/files/Tips%20to%20Create%20an%20Exhibit%20that%20Rocks.pdf>
- My exhibit should have a take-away/handout for parents. This handout should include information to help them and their child continue to learn about your organization/STEM field/activity while at home. This may include links, a simple hands-on activity they can do at home, etc.
- My exhibit will be litter free by properly disposing trash and other consumable items in nearby trash receptacles provided by the festival.
- My exhibit will NOT give out BALLOONS, STICKERS, CANDY OR CONFETTI-TYPE materials.
- My exhibit will be staffed with a minimum of 2-3 people at all times. We recommend assigning staff and volunteers to shifts, so everyone will be able to take breaks.

If you'd like ideas about how to create a fun and engaging activity, check out www.howtosmile.org. Also, thank you to Philadelphia Science Festival for sharing the following video that provides helpful tips that will be useful in developing your exhibitor space: PSF How to Build a Carnival Booth Video <https://www.youtube.com/watch?v=ybZSDQc9cHQ>.

3. What is included in a standard exhibit space?

Each registration will include the following:

- 10' x 10' exhibit space within a larger shared tent
- (1) 6 foot table (Bring your own tablecloth or cover.)
- (2) chairs
- electrical access
- (4) STEM Festival t-shirts

All signage must fit within your booth space. There are no restrictions on logo or organization name use on signage at the event. If you're seeking specialized exhibit space, upgrade to either a premium or preferred exhibitor package. ([click here for Exhibitor Package Options](#))

Information regarding exhibitor parking and unloading will be emailed to each exhibitor two weeks prior to the event.

4. What if another group has a similar activity to the one we hope to provide?

STEM Festival staff will work individually with all exhibitors to minimize potential overlap. The more detail we know about your plans, the easier it will be to avoid repeating the same activity in multiple locations. In the event that multiple groups submit the same activity, our staff will work with you to create a different activity.

5. What if it rains?

The STEM Festival is a rain or shine event so please prepare for all types of weather. In an extreme case we will implement an inclement weather plan, which will be relayed to all should it need to be activated.

6. Can I sell items at my booth?

The mission of the STEM Festival is to educate and entertain our festival visitors, and we want the focus of the exhibits to be interactive activities. The festival policy prohibits all exhibitor/vendor sales at our event.

7. How many people can I expect to see at the STEM Festival?

We are estimating a crowd of approximately 10,000+ visitors. When preparing for the event, please plan to serve a large audience, including adequate staffing and materials.

8. What should we wear?

Casual dress is encouraged for the STEM Festival. Exhibitors can wear shirts bearing their organization's logo and/or name. Wear comfortable shoes and dress warmly.

9. Are there restrictions on what kind of marketing materials/giveaways I can bring?

We recommend that you resist handing out paper as much as possible. If you plan to gather contact information from attendees, all collection of data must be voluntary on the part of the attendees.

10. Can I promote my booth activities or STEM festival activities on social media?

We encourage you to comment and post pictures on our STEM Festival Facebook page or tag us on your on your status update. To get updates on Twitter, follow us and tweet your comments and pictures using #ChasSTEMfest.

Facebook: www.facebook.com/charleston.stem.festival/

Twitter: @Chs_STEMfest Hashtag: #ChasSTEMfest

11. Can I participate in the festival's evaluation process?

The Charleston STEM Festival is pleased to offer a means of assessing the engagement of your exhibit booth. We will provide your team with hard copy prints of the survey; however it will be up to you and your team to administer the survey to festival attendees at your booth (Note: each guest does not need to complete a survey – it is preferred that you take a random sampling throughout the day). At the completion of the festival, the STEM Festival team will collect your prints, input the data into a database and then provide you with a basic analysis of the responses. By collecting this data, you will be able to improve the quality of your exhibit, and the Charleston STEM Festival will begin to compile an extensive database of our exhibits and the components that make them engaging to festival attendees so that we can create a more successful festival in the future.

12. What else should I bring?

- Lots of energy
- Your mobile phone
- Phone numbers of all your staff/volunteers working the booth
- UL-approved extension cord(s) if you are approved to use electricity
- Tape
- Any signage, materials, and equipment you need for your exhibit
- A camera to take pictures of your booth for your next newsletter
- If you use a disposable for your activity, make sure to bring enough so you don't run out or have a plan in place to get more.
- Trash bags
- Snacks and water for in between breaks