



## **Exploration Station Exhibitor FAQ**

### **What is Exploration Station?**

Exploration Station is an open house for local San Francisco families, teachers, and kids (including Boy and Girl Scouts), as well as Fall Meeting attendees and their families. The purpose is for attendees to learn about the work currently occurring in the fields of Earth and space science. During the event, participants have a chance to meet scientists, do hands-on science, and take home lots of cool resources. Exploration Station provides a venue where the local community and AGU members can come together to share the excitement of science.

### **When is Exploration Station and how long does it last?**

Exploration Station is run in conjunction with the AGU Fall Meeting. The four-hour (1:00 - 5:00pm) event will be held on Sunday, December 11<sup>th</sup> 2016, before the start of the Fall Meeting, and begin immediately after the public lecture.

### **What is expected of me as an Exhibitor?**

At Exploration Station, exhibitors are expected to run some easy activities that are appropriate for a large range of ages and are conducive to a fluid and moving crowd. The more hands-on and interactive, the better! Giveaways, especially ones that are part of the activity, are also strongly encouraged and play an important role in exciting the public.

### **What if I want to run an activity that requires a set audience for a set amount of time?**

At Exploration Station, we generally encourage as much flexibility as possible. Some accommodations can be made for such activities as Starlabs and other immersive environments. Please contact [exploration-station@agu.org](mailto:exploration-station@agu.org) if you wish to explore these possibilities further.

### **What will the audience be like and how many people can we expect?**

Exploration Station targets local families and Boy and Girl Scouts. The average age of children attending is quite young, about 8-10 years. That being said, you can expect families to include everything from very young children to grandparents. We estimate about 1,000 participants spread out over the four-hour period.

### **What materials should I send and how should I send them?**

Giveaways of all sorts from stickers to activity sheets are strongly recommended. The best giveaways are ones that can be used for some sort of activity, possibly even serving as an extension to the activity

being presented at the booth during the event. Materials for K-12 educators are also a good idea, since teachers attend the event as well. Shipping information and details will be provided in the form of an exhibitor kit, and AGU will mail you special color-coded labels for your boxes. Exhibitors are responsible for the cost of shipping.

### **What will the room and set-up look like?**

Exploration Station is held in a large room and is set-up much like a mini exhibit hall. Each exhibitor will receive a table and two chairs per 10'x10' booth. We strongly encourage exhibitors to bring booth backdrops, tablecloths, and anything else that can help increase their visibility and impact on visitors. Wireless internet will be available; please advise AGU staff if you require a hard line connection. Booth numbers and room layout information will be sent to exhibitors closer to the time of the event.

### **Will I need to do anything special for Boy and Girl Scouts?**

Boy and Girl Scouts are able to complete some badge requirements at Exploration Station; this helps draw them to the event and increase our attendance. Depending upon the subject matter of your exhibit, you may be asked by AGU to cover one or more badge requirements. If this applies to you, AGU will send you a description of the requirement(s) and check with you to ensure that scouts will be able to complete the requirement(s) as part of your exhibit. AGU may also provide you with extra materials needed to cover the requirement(s). If scouts complete one or more requirements at your booth, you will be asked to initial a worksheet that the scouts will provide, confirming that they have completed the requirement(s). Please contact [exploration-station@agu.org](mailto:exploration-station@agu.org) if you have questions about the Scout program at Exploration Station.

### **What do I need to know about logistics of set-up, take down, and the event itself?**

9:00 - 12:45 | Exploration Station Set-up

1:00 - 5:00 | Exploration Station open to public

5:15 - 6:00 | Exploration Station Take down

- All items shipped for use at Exploration Station will be delivered to the event room prior to set-up. Special shipping labels will be provided by AGU.
- All exhibits and exhibitors must be ready to go by 12:45.
- Exhibits must be manned at all times while the event area is open to the public. Volunteers will be available to help if necessary.
- No exhibitors may begin the take down process before 5:15.

Freeman will be onsite to assist you with outbound shipping. Other options including recycling, donations, and moving materials to the main exhibit hall will also be available. All shipping costs as well as labor costs for moving materials to the main hall are the responsibility of the exhibitor.