

**Event Name:** USDA HQ Expo  
**Date:** Wednesday, November 13, 2024  
**USDA HQ:** The Whitten Building: 1400 Independence Ave, SW. Washington, DC 20250  
**\*Please note the visitors entrance is on the Jefferson Drive entrance to the building – see map below**

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

\*The Expo will take place in The Patio, located right in the center of the building just passed the security access point.

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

\*Company representative info due date: COB Friday, November 1<sup>st</sup>  
\*Company description: COB Friday, November 1<sup>st</sup>  
\*Company ad (if applicable with package): COB Friday, November 1<sup>st</sup>

**Security Information/Gaining Access On Expo Day:**

**Please submit company rep info to Federal Training Partnership by COB Friday, November 1<sup>st</sup>**

\*To submit company representative information, please go to <https://www.federaltrainingpartnership.com/rep-registration> and scroll to the USDA event.

\*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.

\*Upon getting to the security access point on Jefferson Drive, please enter and go through the security checkpoint. Company representative name will be on the visitors list and then will be directed to the expo area. Any representatives not turned into FTP by COB on February 17 are not guaranteed access to the event.

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

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**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.

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**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.

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**Recommended Hotel:**

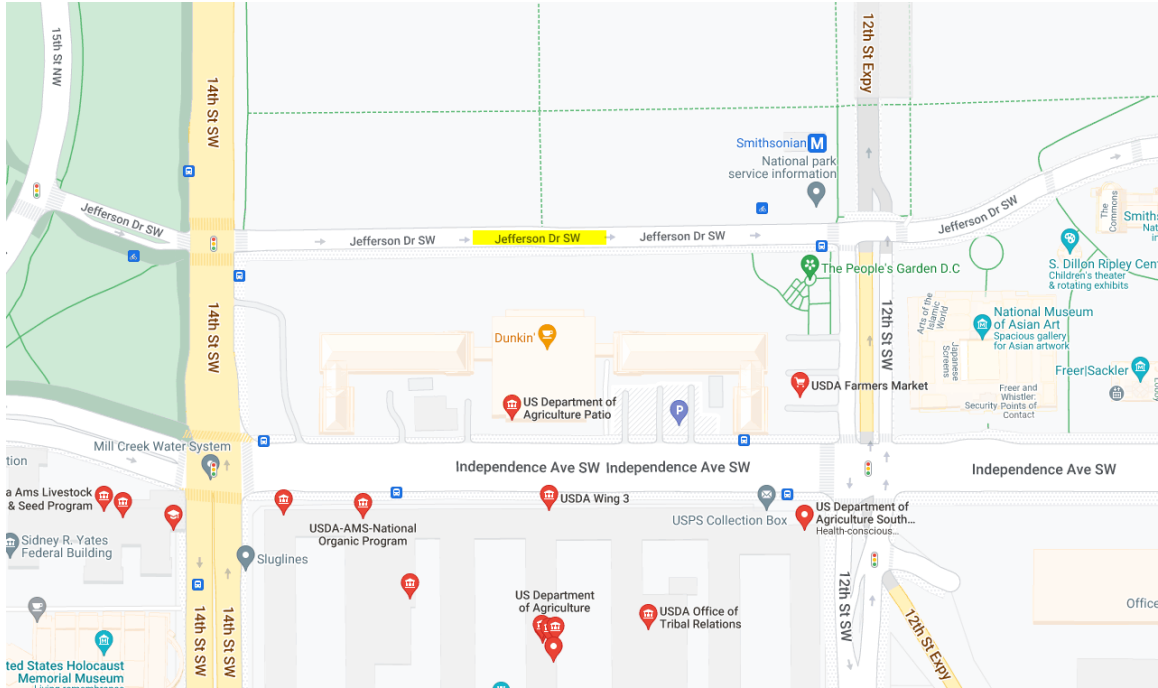
Holiday Inn  
550 C Street SW  
Washington, DC 20024  
202-479-4000

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**Contacts:**

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

## Visitor's Access Point on Jefferson Drive:



Federal Training Partnership



**Technology  
Expo Series**

**Audio-Visual Rental Form: USDA Series**

- Completed AV forms should be sent to: [contract@federaltrainingpartnership.com](mailto: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
		<b>TOTAL DUE</b>	\$ _____

\*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