

## Energy Careers Discovery Zone

### Experiential Learning Station Submission

Thank you for your willingness to educate those who influence the people, policies, and practices associated with workforce development for the energy sector. We expect policymakers and their staff, agency representatives, educators, workforce boards, community-based organizations and other stakeholders to draw from experiences at the Discovery Zone in shaping their work.

**So that we can properly plan for your contribution to the event, please complete and return this submission form as soon as possible, including acknowledgement of all event logistics.**

*Additional experience descriptions can be found on page 4.*

Experience Provider	
Organization Name (as you would like it to appear publicly):	
Address:	
City / State	Zip/Postal Code:
URL:	
Contact Information	
Name:	Title:
Phone:	Email:
Experience Description	
Experience Title:	
1-2 Sentence Description of Experience for Those Not Familiar with Industry Careers:	
Space Needs	
1) What are the approximate dimensions of the experience you will offer? Please include a photo of the experience you will offer for planning purposes if possible.	
2) Will you require outdoor space for your experience due to size or weight considerations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
3) Experiences must be ready for public viewing by 9:00 am on 11/21. Please note when you intend to set up: <input type="checkbox"/> The afternoon/evening before <input type="checkbox"/> The morning of the event	
Please indicate which of the following CEWD provided items you will require?	
4) Electrical Power <input type="checkbox"/> Special notes or considerations? _____	
5) 6 foot table(s) <input type="checkbox"/> How many? _____	
Please list any other pertinent information:	

*Please return this form as soon as possible so that we may promote the Discovery Zone experience you will offer to our target audience. Completed forms (and questions) may be directed to Christina Marshall at [christina@cewd.org](mailto:christina@cewd.org).*

## Logistical Information

### Date and Time

The Energy Careers Discovery Zone (“Event”) will take place on November 21, 2024, from 10:00 a.m. to 2:00 p.m.. Experience stations will be open to guests and the media from 11:00 a.m. to 2:00 p.m.

### Location

The event will be held at the Hilton Washington DC National Mall The Wharf at 480 L'Enfant Plaza SW, Washington, DC 20024. The majority of the event will be held in the solarium and ballroom lobby on the main floor and in the outdoor space next to the solarium.

### Registration Information

There is no fee to attend the event, though advance registration is required. Those registered for CEWD’s Workforce Development Summit do not need to register separately for this event. Those not attending the Summit, including those who will staff displays and guests of the industry, should register here: <https://getintoenergy.org/discovery-zone-registration/>.

### Set Up and Dismantle Information

- Discovery Zone stations must be set up no later than 9:00 a.m. on 11/21. CEWD would prefer for stations to be set up by 7:30 a.m. on 11/21 to minimize disruption to related programming. Participants may begin setting up at 1:30 p.m. on 11/20 if located within the Solarium; hallway exhibits may begin setting up at 6:00 p.m.
- Security will be provided overnight in the Discovery Zone; however, the furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of event material, which shall at all times remain the responsibility of the provider.
- Dismantling may not begin before 2:00 p.m. on 11/21 and must be completed by 5:00 p.m.
- The solarium is 10 feet, 7 inches in height. The ballroom lobby is 9 feet, 5 inches in height. Limited outdoor space is available and must be reserved.
- Participants are responsible for setting up and dismantling their displays.
- Participants may bring materials into the event, or they can be sent to arrive **NO EARLIER THAN** November 16 to:  
Hilton Washington DC National Mall  
480 L'Enfant Plaza SW  
Washington DC 20024  
CEWD Workforce Development Summit, November 19-21, 2024  
CONTACT NAME, COMPANY NAME  
Box # of #

Packages that are handled by the hotel will incur a charge to be paid by Discovery Zone experience hosts.

Shipping Handling Fees:

Package Weight	Fee
1 – 10 lbs.	\$10.00 / package
10.1 – 20 lbs.	\$15.00 / package
20.1 – 40 lbs.	\$25.00 / package
40.1 – 60 lbs.	\$50.00 / package
60.1 – 100 lbs.	\$80.00 / package
100.1 lbs and over	\$120.00 / package
Pallets	\$200.00 / pallet

**Acceptability of Experiences:** All displays shall be provided to further the purposes of the event, focusing on the workforce needs of the energy sector. CEWD reserves the right to require the immediate withdrawal of any displays, experiences, signs, or the distribution of any promotional materials that are believed to be injurious to the purposes of CEWD or the event.

**Fire and Safety Regulations:** (a) Fire regulations require all display material used for decoration to be flameproof. Any/all electrical equipment shall be in good operable condition. No combustible material shall be stored in or around display areas. (b) The use of flammable materials necessary to the purpose of the experience station where no other alternative can be used must first be brought to the attention of CEWD, in writing, no fewer than 30 days before the event's opening, for approval.

**Vehicles on Static Display:** Vehicles contributing to learning experiences will be permitted, as space permits. Contact CEWD for more information.

**Liability:** CEWD, their members, representatives, agents and/or employees shall not be responsible for injury, loss, or damage that may occur to the company providing displays or to the that company's employees, agents or property from any cause whatsoever, prior, during, or subsequent to the event. Exhibitor shall at all times protect, indemnify, defend, and save and keep CEWD harmless from any and all loss, cost, damage, liability, or expense incurred as a result of Exhibitor's negligent or willful act, or by reason of any accident or other occurrence to anything or anyone, including Exhibitor, its agents, employees, and business invitees.

**INSURANCE:** Exhibitor agrees to maintain such insurance as will fully protect CEWD from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for personal injury, including death which may arise in connection with the installation, operation, or dismantlement of Exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a normal cost, protecting them against the loss-damage to their material by fire, theft, accident, etc.

**Agreed to and submitted by:**

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



<b>Experience Provider</b>	
Organization Name (as you would like it to appear publicly):	
Address:	
City / State	Zip/Postal Code:
URL:	
<b>Contact Information</b>	
Name:	Title:
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<b>Experience Description</b>	
Experience Title:	
1-2 Sentence Description of Experience for Those Not Familiar with Industry Careers:	
<b>Space Needs</b>	
6) What are the approximate dimensions of the experience you will offer? Please include a photo of the experience you will offer for planning purposes if possible.	
7) Will you require outdoor space for your experience due to size or weight considerations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
8) Experiences must be ready for public viewing by 10:30 am on 11/21. Please note when you intend to set up: <input type="checkbox"/> The afternoon/evening before <input type="checkbox"/> The morning of the event	
Please indicate which of the following CEWD provided items you will require?	
9) Electrical Power <input type="checkbox"/> Special notes or considerations? _____	
10) 6 foot table(s) <input type="checkbox"/> How many? _____	
Please list any other pertinent information:	



**CEWD**<sup>®</sup>

Center for Energy  
Workforce Development

**CEWD Workforce Development Summit**

**Discovery Zone**

November 21, 2024 | Washington DC

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