



February 17, 2018

Hosting a booth at GEMS

General information and guidelines for Community groups

The Girls Exploring Math and Science event is organized by the Houston Museum of Natural Science and the Girl Scouts of San Jacinto Council. Girls of all ages are invited to attend the event and learn more about science, technology, engineering and math (STEM) by visiting booths hosted by Student STEM Ambassadors, Community sponsors, and other non-profit and professional organizations.

Community booths immerse girls in the exciting worlds of math, science, engineering and technology and the careers that relate to them. Booths may involve something interactive, demonstrations or a presentation of information about a career or an activity a young person can do to learn more about a STEM related subject. Hosting a community booth at GEMS allows organizations to share their field or expertise in math and science with the families and groups who attend GEMS and open their eyes to the many opportunities in STEM related fields for young women today.

Community booths are located in the Grand Hall of the Houston Museum of Natural Science and are visited by both GEMS participants (those individuals who signed up specifically to attend the GEMS event) as well as the general public. Hosting a GEMS community booth is a great opportunity to reach out to Houston area families.

<u>GEMS 2018 TIMELINE FOR BOOTH HOSTS</u>	
January 31, 2018	Applications due by 5pm to GEMS coordinator
February 16, 2018	Material drop off via Museum loading dock between 2pm and 4pm** (optional)
<i>** Please be sure materials are packaged and clearly labeled for your organization. At this time you will be able to drop off your booth materials for Saturday morning and bring them in through the Museum loading dock to a designated area located in the Museum. This will enable you to have them ready for your use the following morning.</i>	
February 17, 2018	Community booth check-in and set up 7:30–8:00 am, HMNS Grand Hall
	GEMS event 9:00 am-1:00 pm <i>Booth host breakroom available between 9:30am and 11:30am</i>
	1:00–1:30 pm booth take down. (Please do not pack up until 1pm!)

FREQUENTLY ASKED QUESTIONS

Is there a fee to participate as a community booth?

No! We are pleased that you are giving your time to share your knowledge with the young women attending GEMS so there is no charge to participate.

What do I get for hosting a booth at GEMS?

- ♦ Admission for **up to 4 individuals** (booth staff) to the Houston Museum of Natural Science for the day of the event.
- ♦ Access to the GEMS booth host refreshment area from 9:30am–11:30am during the event for snacks.
- ♦ Free parking for 1 car in the HMNS garage for the day of the event. (Additional cars may be parked on near-by streets at meters or in the HMNS garage for \$20/day)
- ♦ Participation listed in GEMS program.
- ♦ A chance to make new friends, mingle with colleagues and have a lot of fun!

I have more than 4 people in my organization who want to participate as booth hosts, can they all help host one booth?

No. The maximum number of individuals per booth is 4 due to the size of the area that surrounds your 6-foot table. Unfortunately due to popularity of this event, we are unable to offer multiple booths per organization.** If you are interested in hosting multiple booths, please consider **sponsoring** the GEMS event for extra involvement opportunities.

What is provided for my booth by the Museum?

One 6-foot table and two chairs. Signs and displays can decorate the table front and sides if space allows. Access to electrical outlets is not available for booths- please bring a battery pack and backup batteries for any electronic items you may be using at your booth. Please do not bring items to display behind your table. There is limited space for this event, and we cannot guarantee space behind tables for displays or additional signage.

Can I bring things to hand out and promote my organization?

Yes. We recommend that you expect to see at least 1500 people with a combination of GEMS participants and general public. Please be sure you can bring enough for everyone.

May I sell items at my GEMS booth?

No. There are to be no items for sale by any booth at GEMS.

Does HMNS provide a secure place for my valuables during the GEMS event?

No. Please use fanny packs or pockets to hold on to your valuables, car keys, money, etc. GEMS is a very busy event and everyone should be cautious of bringing items of value–this goes for any expensive equipment you may display on your table as well. Keep a close eye on everything!

How much information should be presented at each booth?

There are a lot of booths for GEMS participants to see in 3 hours so a good guideline is to be able to present your booth to a visitor in 5 minutes or less. This way everyone has an opportunity to visit every booth and you will share your information with as many people as possible!

If my group is chosen to host a booth at GEMS how will I be notified?

Communication with groups participating in GEMS is done exclusively via email, please be sure that the email address you have provided on your application is valid and checked often. We plan to notify all community applicants at least two weeks before the event.

****Space is limited! Please send in your Community Booth applications as soon as possible.**

COMMUNITY BOOTH GUIDELINES

- ◆ Booths must be staffed by a minimum of one (1) a maximum of four (4) adults throughout the event. Someone must be at the booth at all times during the event.
- ◆ Booth hosting is open University students and University student groups, Non-profit organizations, Professional Organizations, Corporations and Community partner organizations of the Houston Museum of Natural Science.
Students (4th-12th graders) interested in hosting a booth at GEMS can find our more information at hmns.org or by contacting the GEMS coordinator at GEMS@hmns.org.
- ◆ Community booths will be located in the Grand Hall of the Houston Museum of Natural Science. This area is open to the public and not simply ticketed Museum visitors.
- ◆ The museum provides each group with one 6-foot table and two chairs. Due to limited space and safety concerns for the large crowd during the GEMS event, all materials must be confined to the top and sides of your table. Table top easels will be allowed. *Exceptions may be made for special display items depending on space available—please contact the GEMS coordinator via email at GEMS@hmns.org with any questions about your materials and the size restrictions.*
- ◆ Booths with interactive activities for visitors have been very positively received in the past. It is not required that visitors leave your booth with anything, so think about creating a game or activity with reusable materials. *You do not need to spend a lot of money to have a great booth!* If you do plan on bringing something to hand out be sure you have enough for the entire day (Community booths have seen 1200+ visitors at past GEMS events.)
- ◆ If your organization is considering using anything that could be considered hazardous, corrosive, or involves an open flame or projectiles please contact the GEMS coordinator to discuss specific guidelines for your materials.
- ◆ Sometimes things get messy! If your project involves something that is potentially messy please bring anything you might need to clean up your area throughout the event.
- ◆ Museum visitors will not be allowed to bring any food or beverage items into the museum exhibit halls—please keep this in mind if your table’s activity or give away involves anything that can be considered food, beverage or candy that visitors may not be allowed to take it with them as they enjoy the museum that day.
- ◆ Electrical outlets will not be available for booth use. If your booth requires the use of electronic equipment please be sure that all items are battery operated.

If you have read through the information packet and have questions about hosting a booth please email the HMNS GEMS coordinator, Kelsey Friedemann, at GEMS@hmns.org for more information.

If your company would like to support the Museum’s science education programming and receive recognition as a sponsor of GEMS, contact Amy Chaisson at 713-639-4746 or achaisson@hmns.org before January 17, 2018.

NEW for 2018! Would you like your organization’s name to appear on the GEMS Student STEM Ambassador T-shirt? Please email achaisson@hmns.org for more information on how you can support GEMS 2018.