



## **Associated General Contractors of America**

### **Student Chapter Showcase Guidelines and Policies**

The Associated General Contractors of America (AGCA) Student Chapter Showcase is an event held at AGCA National Convention to spotlight the hard work and achievements of selected student chapters participating in the Outstanding Student Chapter Contest or those who have been invited by AGC of America. The purpose of this event is to share the activities of our student chapters with members across the nation and highlight the work they are doing in their communities and with their local AGC.

Please review the attached guidelines, sign the last page and submit to [paige.packard@agc.org](mailto:paige.packard@agc.org) by **Friday, March 25, 2025** to participate.

## AGCA Student Chapter Showcase Guidelines

**Description:** The AGCA Student Chapter Showcase is a special exhibit designed to allow student chapters the opportunity to share chapter activities and information with other students, AGC members and local AGC staff.

**Participation:** The Showcase is open to any Outstanding Student Chapter Contest applicant as well as those chapters who have been invited by AGCA national staff to participate.

**Showcase Location:** Student Chapter Showcase exhibits will be conducted as part of the [AGCA Annual Convention](#) from April 8-10, 2025 at the Hilton Columbus Downtown.

**Date/Time:** Showcase participants must come to the registration desk during the specified set-up time to find the showcase location and begin setup:

- **Tuesday, April 8, between 8:00 am – 2:00 pm\***

*\*Displays must be close to finished by this time or the table space may be removed for safety reasons.*

*Students may send representatives to staff the exhibit at **any time** during **Expo** hours however the following times are **highly suggested**:*

- **Tuesday, April 8, between 6:00 - 7:30 pm**
- **Wednesday, April 9**
  - **between 8:30 am – 9:30 am**
  - **between 10:30 am – 11:00 am**
  - **between 12:00 pm – 1:00 pm**
  - **between 2:30 pm – 3:00 pm**
  - **between 4:00 – 5:30 pm**
- **Thursday, April 10**
  - **between 8:30 am – 9:30 am**
  - **between 10:30 am – 11:00 am**
  - **between 12:00 pm – 1:00 pm**

**Exhibit Materials:** Each Student Chapter will have a 6-foot table for their display. Showcase participants *may* bring the following:

1. Tri-fold Poster board with pictures/content of school activities and events
2. University branded table-skirt
3. University branded giveaways (pens, brochures, etc.)
4. Table-top pop-up banner or table display
5. Video displays

**Content of Individual Showcase Exhibitions:** Student Chapter Showcase participants should design their exhibit to display successful community service projects, events with their local chapter as well as competitions you participated in. Choose events and activities that you feel was planned and executed with excellence. Design your showcase in a way that will inspire other Student Chapters and impress AGC members in attendance. Photos and graphics are strongly encouraged.

**Shipping of Exhibit Materials:** Shipping of Showcase exhibit materials and other items should be handled by each individual chapter. If you decide to ship items to your hotel, call the hotel first to determine if they have additional charges for receiving shipments. Keep in mind that immense amounts of shipped equipment will already be at the Hilton and your materials may be difficult to locate if you send your items directly there - please **DO NOT** ship items to the hotel as part of AGC Convention. No matter how you decide to transport your materials, please label all cases, shipping tubes, and other containers clearly with the name of the student chapter and a contact person.

**Breakdown of Exhibit Materials:** Students should leave their exhibits up for the duration of the Conference. Students may tear down their displays any time **after 2 pm Thursday, April 10.** **Displays MUST NOT come down before this time.** Please note AGCA is not responsible for lost or stolen items so please do not leave out anything valuable at your exhibit when you are not present. Student Chapters are responsible for the return shipping of any items.

**Convention Hotel:**

Hilton Downtown  
402 North High Street  
Columbus, OH 43215  
Main Phone: 614-384-8600

**AGC of America reserves the right to modify these guidelines and policies if in its sole discretion such change is necessary, and the student chapter agrees to abide by such changes.**

If you have read the AGCA Student Chapter showcase guidelines and policies, agree and wish to participate, please sign below and return to [paige.packard@agc.org](mailto:paige.packard@agc.org) by Friday, **March 21, 2025.**

\_\_\_\_\_  
University Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Student Chapter Representative Signature