

**Tradeshow Program Offered at:**

***Upper Marlboro Training Center:***

8510 Pennsylvania Ave., Upper Marlboro, MD 20772

## Tradeshow Program Objectives

- **Building and Construction** — Knowledge of materials, methods, and tools used in the installation and dismantling of trade show exhibits, stages, drape systems, and convention floor structures.
- **Mathematics** — Knowledge of arithmetic, fractions, decimals, ratios, and measurement systems used in layout, rigging calculations, exhibit construction, and floor marking.
- **Mechanical** — Knowledge of tools, equipment, and machinery used in trade show installation including forklifts, aerial lifts, pallet jacks, and material handling equipment.
- **Design** — Knowledge of design techniques, technical plans, floor layouts, exhibit systems, and booth configurations used in trade show environments.
- **Public Safety and Security** — Knowledge of OSHA regulations, fall protection, hazard communication, scaffolding safety, and general construction safety practices required for convention centers and event venues.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer service to exhibitors, contractors, convention center staff, and event organizers.
- **Transportation and Material Handling** — Knowledge of freight handling procedures, shipping documentation, loading and unloading practices, and weight distribution for safe transportation of exhibit materials.
- **Equipment Operation** — Knowledge of operating forklifts, aerial lifts, electric pallet jacks, scooters, and other equipment commonly used on trade show floors.
- **Computer and Communication Skills** — Knowledge of digital communication tools including email systems, virtual training platforms, and jobsite communication software.
- **Active Listening** — Giving full attention to instructions from supervisors, contractors, and event coordinators to ensure proper exhibit installation and safety compliance.
- **Critical Thinking** — Using logic and reasoning to solve problems related to exhibit construction, layout challenges, rigging requirements, and equipment usage.
- **Coordination** — Adjusting actions in relation to others on the show floor to safely install and dismantle exhibits in fast paced environments.
- **Time Management** — Managing work schedules during event setup and dismantle periods where strict timelines must be followed.

## TRADESHOW PROGRAM – YEAR 1

NEW COURSE NUMBER	COURSE TITLE AND DESCRIPTION	CONTACT HOURS
<b>TS101</b>	<p>INTRODUCTION TO TRADESHOW</p> <p>Orientation to the tradeshow industry, apprenticeship expectations, OSHA 10 safety awareness, ergonomics training, customer service, and workplace policies.</p>	40
<b>TS102</b>	<p>BASIC SKILLS</p> <p>Introduction to construction math, tape measure reading, fractions and decimals, First Aid, CPR and AED certifications, and introductory exhibit installation practices.</p>	40
<b>TS103</b>	<p>CARPET, FORKLIFT AND MATERIAL HANDLING</p> <p>This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn OSHA30 certifications.</p>	40
<b>TS104</b>	<p>FLOOR PLANS AND SYSTEMS</p> <p>Introduction to print reading, booth layouts, floor marking, modular exhibit systems, and fall protection training.</p>	40
<b>CONT190</b>	<p>CONSTRUCTION INTERNSHIP I</p> <p>This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an</p>	1300

employer or union official and will be placed on the student's record. There are specific competencies from work experience required.

TOTAL 160

### TRADESHOW PROGRAM – YEAR 2

NEW COURSE NUMBER	COURSE TITLE AND DESCRIPTION	CONTACT HOURS
<b>TS201</b>	AERIAL MATH AND SKILLS  Training in aerial lift operation, hazard communication, scaffolding safety, and rigging math used in overhead installations.	40
<b>TS202</b>	TRADESHOW RIGGING  Hands-on training in rigging systems, load calculations, sign hanging, and lift operation for exhibit installations.	40
<b>TS203</b>	OSHA30  This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn OSHA30 certifications.	40
<b>CONT199</b>	CONSTRUCTION INTERNSHIP II  This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the	1300

student's record. There are specific competencies from work experience required.

TOTAL 120

### TRADESHOW PROGRAM – YEAR 3

NEW COURSE NUMBER	COURSE TITLE AND DESCRIPTION	CONTACT HOURS
<b>TS204</b>	<p>SPECIAL DECORATING AND EQUIPMENT TRAINING</p> <p>Advanced decorating techniques including stage setup, drape installation, lighting support, and equipment operation</p>	40
<b>TS301</b>	<p>EXHIBIT AND CRATE CONSTRUCTION WITH GRAPHICS</p> <p>Introduction to exhibit construction, crate fabrication, laminate installation, and vinyl graphic application.</p>	40
<b>TS302</b>	<p>LEADERSHIP TRAINING AND FOREMAN DEVELOPMENT</p> <p>Advanced on-the-job training developing skills in exhibit construction, rigging, and jobsite</p>	40
<b>CONT299</b>	<p>CONSTRUCTION INTERNSHIP III</p> <p>This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the student's record. There are specific competencies from work experience required.</p>	1300
TOTAL		120

