

The State of Idaho is proud to be the recipient of the U.S. Small Business Administration for the State Trade Expansion Program (STEP) Grant for the 7th year! Idaho Department of Commerce is currently organizing an Idaho Pavilion to be shared by four Idaho companies at [Expo Seguridad](#), the largest exhibition of security in Mexico, May 7-9, 2019 in Mexico City.

...**YOU WON'T** want to miss this upcoming opportunity!

STEP grant funds of over \$17,000 are budgeted for booth space/construction, support and travel expenses, a value of \$4,250 per participating company! The Idaho Pavilion will be staffed by our Idaho-Mexico Trade Office located in Mexico City. ONLY four Idaho co-exhibitors will be accepted, but you **MUST** apply, see instructions below.

EXHIBITOR CATEGORIES:

Video Surveillance • Cybersecurity • Drones • Law Enforcement • Forensic Sciences • Alarms • GPS • Access Control • Fire Prevention & Detection • Rescue Equipment

IDAHO PAVILION DETAILS:

Benefits of exhibiting in the Idaho Pavilion:

- Idaho Commerce/Mexico Trade Office Support
 - Organize booth rental, furniture, graphics, payments, and terms and conditions with show organizers
 - Help facilitate travel arrangements and hotel reservations
 - Organize pre-show meetings/conference calls
 - Coordinate with show organizers & U.S. Commercial Service
 - Provide onsite show assistance and booth coverage as needed
 - Help facilitate follow up action items with each company

... freeing up your time to focus on making contacts and setting up meetings for the show!

- **PLUS!** Prime booth location within the USA Pavilion provides additional exposure, USCS qualified leads, U.S. Pavilion Guide exhibitor listing, networking reception, plus additional benefits

ESTIMATED COSTS

- Co-Exhibitor Registration Fee: \$350
 - This fee is the responsibility of all participating companies to paid directly to the show organizer
- Estimated Travel Costs:
 - For a small company (per SBA guidelines) that applies for and receives a STEP grant: The company will receive a stipend award of **\$1,500** towards eligible expenses (reimbursed after the show), remaining costs are the responsibility of company

- Estimated budget:
 - Airfare: \$600
 - Lodging: \$1,220 (\$244/night x 5 based on Federal per diem, actual expense may vary +/-)
 - Ground transportation: \$100 (Round trip hotel/venue)
 - Meals: \$590 (\$118/day x 5 based on Federal per diem, actual expense may vary +/-)

Note: Shipping for samples and product displays, as well as extra print displays are the responsibility of the company
 - For companies that do not qualify for the STEP grant: Responsibility of company
- Booth Space:
 - For a small company (per SBA guidelines) that applies for and receives a STEP grant: Booth space is included in STEP award (\$0 out of pocket for company)
 - For companies that do not qualify for the STEP grant: Booth space will be figured as cost share based upon square footage needed and paid directly to the show organizer

ELIGIBILITY REQUIREMENTS:

BUY AMERICAN - US CONTENT REQUIREMENT

The Small Business Administration (SBA) requires all awardees of the STEP Grant Program to self-certify that the company is an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content. All applicants will have to attest to this new rule on a self-representation form when applying for any STEP funded activity (see the [Self-Representation as Eligible Small Business](#)).

The U.S. content requirement is detailed in the Code of Federal Regulations ([48 CFR Part 25](#)). The SBA also intends to provide further guidance on how to officially determine eligibility. In the interim, we are providing the attached [Buy American - U.S. Content Calculation](#) for your convenience.

APPLICATION PROCESS:

Applications will be competitively reviewed by a panel. We encourage diligent review of the [Guidelines for Trade Show Participation](#) as well as clear and thorough answers to application questions to remain competitive.

Applications are now being accepted online at [Idaho Commerce's Grant Portal](#). Returning grant applicants can use existing login to access. To register for a new account to apply, contact STEP Grant Program Manager, Tina Salisbury at (208) 287-3164 or by email: tina.salisbury@commerce.idaho.gov. **Portal logins must be requested a minimum of 48 hours in advance of application deadline.**

Application period closes at 3:00pm MST on Friday, December 14, 2018