Engineering Open House Exhibitor Information

Thank you for volunteering your time to make the 2013 Engineering Open House a success! Teachers, parents and children are excited to be a part of the second annual Engineering Open House. Please find all information regarding this event and your exhibit below. See you there!

Exhibitor Walk-Through
Thursday, February 28, 3 p.m. Meet at NW corner of SDFC/SRC field. If you are able to help after your walk-through, we need volunteers to help set up.

Event Overview
DAY ONE: Friday, March 1: 9 a.m.-3 p.m. (Field Trip Day): approximately 1,000 students are scheduled to attend.

DAY TWO: Saturday, March 2: 9 a.m.-4 p.m. (Family Day): approximately 900 tickets have been reserved through EventBrite to date; we anticipate about 1,500 attendees.

Dates, Times, Locations
Here is a link to the Visitor’s Guide and maps for each day to find your location: http://more.engineering.asu.edu/openhouse/downloads/. Exhibitors in the Expo area are on the second page of the map. The Visitor's Guide is also accessible via smart phone at http://engineering.asu.edu/openhouse.

Exhibitor Check-In
Please plan to check in no later than 8:30 a.m. and have your exhibit set up by 8:45 a.m. on both Friday and/or Saturday. You can drop off exhibit materials at the bookstore parking lot (no parking—drop off only). Please allow extra time for setup. Check-in location is PEBE 143 on BOTH Friday and Saturday. It you requested a power strip, tablecloth or other supplies you can pick these up at the exhibit check-in.

Exhibit Set-Up
As we have limited time for setup in the Expo area we ask anyone that can come early and help with setup to do so on Friday morning. Setup will start at 7 a.m. Please arrive at SDFC/SRC field looking for Kristín Ólafs or Taylor Jamie for guidance. We will have to move tables and chairs from PEBW Gym to the field. Everyone will have a 10x10 tent for shade. Bring a tablecloth and any items that you may need throughout the day such as permanent /regular pens, duct tape and other supplies. We will provide a sign for each table.

Exhibit Tear Down
At the end of the day Friday, please remove any loose items from your area and take them with you. Tents, tables and chairs stay overnight. If you borrowed any item from the exhibitor check-in area, please return it at the end of the day to PEBE 143. If you are participating again on Saturday you can store your items in PEBE 143. At the end of day Saturday please return tables and chairs to the PEBW Gym. We need as many people as possible to help us with cleanup at 4 p.m. in SDFC/SRC Expo area.
Staffing your Booth
Depending on your planned activity, you may need 2-4 people—or more—to staff your booth. Be sure that you have enough volunteers to help with set-up, activities throughout the day—and allow people to take breaks—and tear-down at the end of the event. Some of you have asked for additional volunteers, we will do our best to accommodate these requests, but have had lower volunteer sign ups than we hoped for and will not be able to accommodate all requests. You will be contacted by the volunteer coordinators to let you know if we are able to accommodate your needs, or not, in the next day or two.

What to Wear
Wear a polo or t-shirt with your department/school name or your student organization shirt. If you do not have a team/club/official shirt with the Engineering logo let us know and we will try to provide you with one based on first-come, first-served basis. You will receive nametags at check-in. Keep your nametag and lanyard with you throughout the event. We re-use the lanyards for other events, please leave the lanyard on your table at the end of Engineering Open House.

Passport Activity – Saturday only
Several exhibits will be participating in an Engineering Passport activity and will have stamps to give away to guests. Passport participants are noted on the map handed out at the visitor information booths. See below for a sample of the passport (it folds in thirds to make a small book). Visitors can show their completed (seven or more stamps) passport before 3 p.m. at the SDFC/SRC information booth for a small gift and an entry into a drawing for a cool engineering prize.

Exhibitor Hospitality
Breakfast items, limited lunch items, drinks and snacks will be available in the check in area in PEBW 143 on Friday and Saturday; this is where you can pick up your nametags. You and your team must wear your exhibitor nametag to enter this area after check in.

First Aid
There will be a first aid station located at the Expo (SDFC/SRC Field) area.

Information Booth/Lost and Found
An information table will be located at the Expo (SDFC/SRC Field), outside Goldwater Center, and outside of ECG (at the corner of Tyler and Palm). If people bring their printed tickets to your booth, please make sure to take the printed to the Info Booth so that guests can be entered into the drawings at noon and 3 p.m.

Registration for Guests
Friday: Field trips will sign-in at PEBW
Saturday: Guests can sign in at any of the three information tables located at the Expo (SDFC/SRC Field), outside the Goldwater Center, and outside of ECG (at the corner of Tyler and Palm). All guests who sign in can enter the drawing for a cool engineering prize. Drawings will be held at noon and 3 p.m.
Visitors on Saturday may have reserved tickets via EventBrite. We will have giveaways for the first 500 registered guests who come by the information booth in SDFC/SRC field with their EventBrite ticket (paper or electronic).

**Additional events on March 2:**

**ASU Cares, 8-10 a.m.**
ASU Cares will be harvesting oranges on campus on Saturday morning.

**Emerge, 9 a.m.-9:30 p.m.** (http://emerge2013.asu.edu/public-event/)
The Emerge event is all day Saturday, primarily at Neeb Hall.

**Sun Devil Spring Spotlight Family Welcome Reception, 9-11 a.m.**
Barrett, The Honors College, the Sun Devil Family Association and Transition and Parent Programs host a reception for families and students at Old Main.

**Night of the Open Door, 4-9 p.m.** (http://opendoor.asu.edu)
Following Engineering Open House on Saturday will be the Night of the Open Door, celebrating sciences, engineering, humanities and the arts with ASU and Arizona families.

Those participating in the Night of the Open Door will not have to do any change to setup, your event will just continue into the Night of the Open Door. Check on your location as some exhibits have different location on Saturday.

**Other Notes**
Weather forecast: sunny, and high 70s. Bring sunscreen and a water bottle.

Make sure your cell phone is fully charged, but remember to keep it turned down and out of sight until it’s needed.

**On-site Contact Information**
For Engineering Open House on Friday and Saturday until 4 p.m., contact Kristín Ólafs, 602-526-4855

On Saturday, 4-9 p.m., for Night of the Open Door only, contact Steve Rippon, 602-620-8910

**For additional questions,**
Contact Kristín Ólafs, kristin.olafs@asu.edu office: 480-727-7364 or cell: 602-526-4855 OR 602-509-7888.