



## 2012 Maine Engineers Week E-Week EXPO Set Up & Banquet Information University of Maine Fieldhouse, Orono, ME March 2 & 3, 2012

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### Preparation of Exhibits

*Friday, 2:00 pm-5:00 pm:*

At this time, tables will be arranged and assigned in advance of the expo. You are free to set up your exhibit at this time. Setting up an exhibit the day prior to the expo should be less hectic, but it's up to you! Just let Vicky Blanchette know your plans.

As a reminder, the **E-Week banquet** will be held on Friday, March 2, with the social hour starting at 5:30 pm, at Wells Conference Center at the University of Maine. To register for the banquet, use the registration form. Please direct any questions about the banquet to Be Schonewald at Schonewald Engineering Associates at 207.829.5226 phone / 207.272.9879 cell or [Be@SchonewaldEngineering.com](mailto:Be@SchonewaldEngineering.com). Register by Feb. 22. The fieldhouse will be locked and standard security in place Friday evening. Please do not leave any items that would require more attention than standard security.

*Saturday, 6:00 am-9:00 am:*

The doors of the fieldhouse will open at 6:00 am. By 7:00 am, coffee and refreshments will be available for exhibitors. This time should be used to verify setup and equipment are all satisfactory.

### Exhibition Day

*Saturday, 9 am-2:00 pm:*

At this time, exhibits will be open for the day. Take this time to help students enjoy the facets of engineering. There will not be a formal break for lunch. Food items will be available for purchase during the day at the concession stand. In addition, tours of the UMaine Engineering facilities will be offered.

### Fieldhouse restrictions:

- If water is to be used in your display, please inform Vicky Blanchette or a MEPC representative and a tarp will be provided for you to place underneath your display to protect the fieldhouse floor.
- If other liquids or chemicals are to be used in your display, please notify us for approval prior to the expo.
- If additional power sources are needed, please notify us prior to the expo, so we can meet your needs.

### Closing Time

*Saturday, 2:00 pm-3:00 pm:*

At this time, exhibitors should pack up their exhibits. Table and chairs will be removed by our contractor.

Contact Vicky Blanchette, 2012 EXPO Chair, for more information at 207-581-2204 or [Victoria.blanchette@engineeringme.com](mailto:Victoria.blanchette@engineeringme.com)