

## Exhibit Hall Set-Up Instructions

- Senior Division projects will be assigned to a space in the West section of the Main Ballroom and Junior Division projects will be assigned to a space in the East section of the Main Ballroom.
- Copies of the Exhibit Hall layouts indicating the number of tables needed for each row and the number of projects assigned to each row will be provided. You will need to double check that the Lory Student Center staff has set up the tables correctly and shift tables as needed.
- Each row of tables will need to be marked off with masking tape in 4 foot sections for each exhibit space.
- Hangs tags will be arranged in order for each row to tape to the table edge, identifying what project goes in what 4' exhibit space.
- There will be signs to hang at the end of each row identifying the project numbers that can be found in each row.
- Finalists requiring electricity are required to bring extension cords, but some areas may need assistance in finding the correct place to plug in (the Exhibit Hall Set-Up Coordinator will have a plan of action to follow).
- If electrical cords cross aisle ways, carpeting will need to be obtained from Lory Student Center staff to cover them up and avoid tripping hazards. We are not allowed to tape anything down on the hardwood floor.