

# ME4054 Design Show Information

Spring 2005

<http://www.me.umn.edu/courses/me4054/assignments/designshow.html>

## Where & When

Tuesday, May 3, 2005

Great Hall, Coffman Union, University of Minnesota

Setup Time: 11:00 am – 1:30 pm

Show Time: 2:00 pm – 4:30 pm

Tear Down: 4:30 pm – 6:00 pm

## Setup

Arrive as early as possible (11AM start) to setup your booth particularly if you have large equipment or a complex display.

## Jury Visits

The design show is open to the public as well as the jury that will evaluate your design. Jurists can be identified by their name badges. Take special care to answer jury questions and fully represent the work you have completed.

## Name Badges

You must use the name badges Pat provides. She will use your First and Last name as listed on the ME4054 website.

## Provided Display Equipment

2 - Vertical Display Panels – 68" W x 46" H

1 – Table – 72" x 30"

1 – Chair

1 – Large 8.5" x 11" Group Number Sign

## Reserved Equipment

There is some additional equipment available if needed, you must reserve this equipment ASAP. It is provided on a first come, first served basis.

- Electrical Power
- TV/VCR (2 Available)

## Other Equipment

Your team is responsible for bringing items such as extension cords, power strips, laptop computers, pins, table cloths, etc.

## Notebooks

You must turn in your design notebook to your advisor for grading at the design show.

## Flyers

You should make a minimum of 50 one-page flyers (black and white is fine) describing your project. Guidelines for what to include are in the Flyer section of the Final Report Assignment online.

## Food

There will be a small buffet of hors d'oeuvre type items. Please don't count on this for your lunch.

## Other Rules & Advice

- DO NOT PUT TAPE ON FLOOR!
  - o If you need to tape something down see Pat for a wax/polish safe tape, there will be a **large damage fee** if other tape is used.
- Watch your personal belongings, there have been thefts in the past.

## Questions

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