Engineering expo

Thank you for registering for the USF Engineering Expo 2015! Please print this file and bring it with you to the registration tent. This document contains important information regarding transportation, menu updates, some show times, and more. **Please read the entire document carefully!** The most updated information will be on our website.

Thank you,
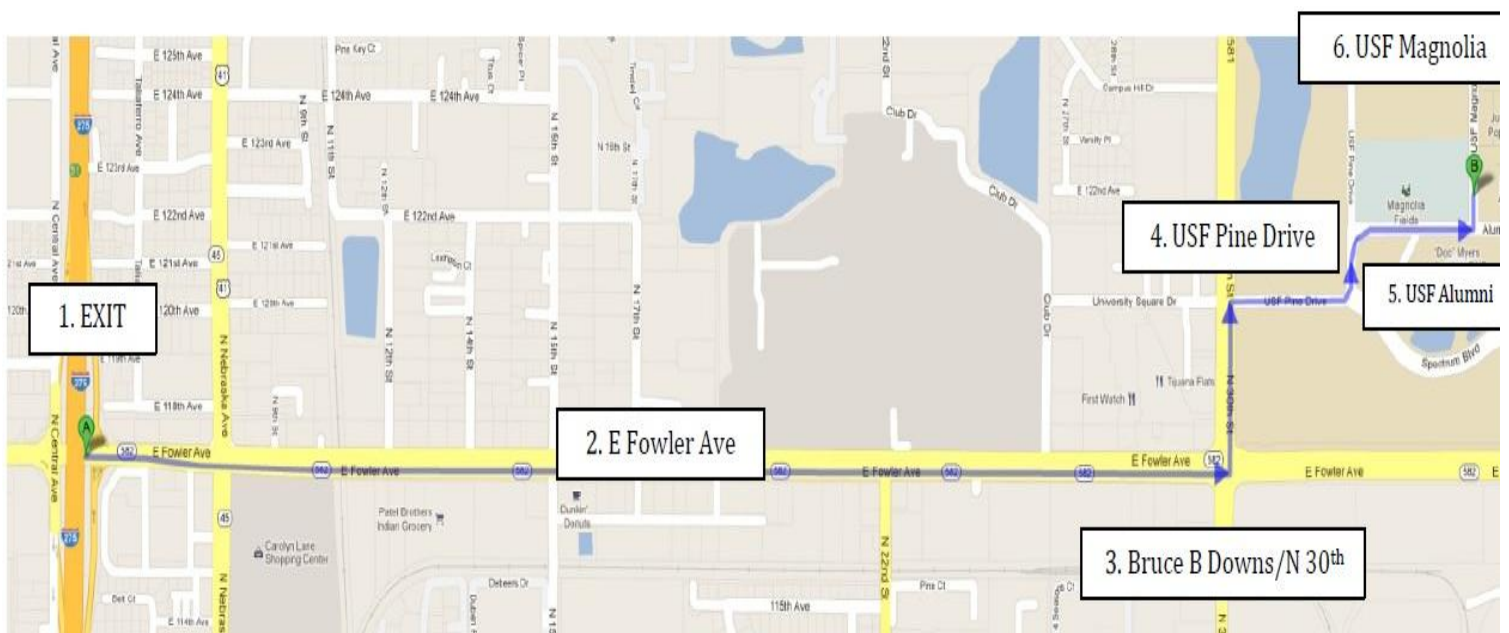Directors of Visitor Relations

Transportation

Arrival:

BUS DROP OFF:

FROM I-275 (see map below)
1. Exit at EXIT 51 onto E Fowler Avenue and depending on the traveling direction, turn to the East bound direction. (The green A on the map)
2. You will travel approximately 1.8 Miles on E Fowler Avenue.
3. Please turn Left onto Bruce B Downs Blvd/Co Rd 581/N 30th St. Upon turning left, you will travel 0.2mi
4. Turn RIGHT onto USF Pine Drive. Follow that road for 0.2 miles. There is a stop light. Continue left to stay on USF Pine.
5. Turn RIGHT onto USF Alumni Drive. Travel 0.2mi
6. Turn LEFT onto USF Magnolia Drive. You will then drop off students to the right (Green B on the map). There will be policemen helping direct traffic as well as volunteers.
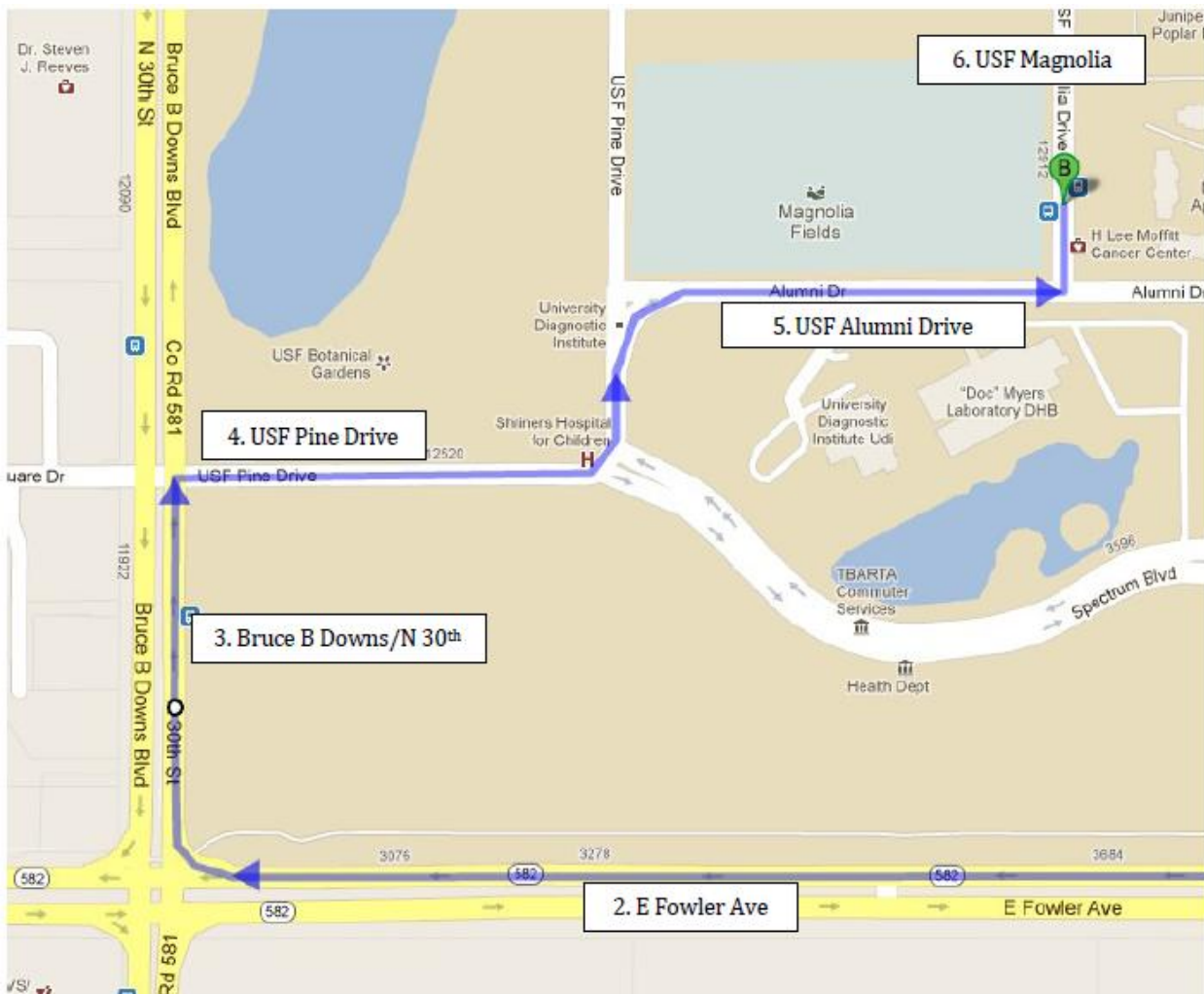
The Busses will drop off at this location. **ALL loading and unloading will be done on USF Magnolia Drive.** Please do not drop students off on Alumni drive, and please do not turn onto Beard Drive at any time. While the students are being dropped off, the bus drive will be handed the instructions to navigate to the off campus bus parking lot approximately 1.2 miles away. We ask that you follow signs, expo volunteers, and Police officer's directions.

FROM I-75 (see map below)

1. Exit at EXIT 265 onto E Fowler Avenue and depending on the traveling direction, turn to the West bound direction. (On the map, please imagine that the interstate is to the right 5 miles running parallel to Bruce B Downs)
2. You will travel approximately 5.3 Miles on E Fowler Avenue.
3. Please turn RIGHT onto Bruce B Downs Blvd/Co Rd 581/N 30th St. Upon turning right you will travel 0.2mi
4. Turn RIGHT onto USF Pine Drive. Follow that road for 0.2 miles. There is a stop light. Continue left to stay on USF Pine.
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Plan to spend the least amount of time at the loading and unloading areas.

- **Arrival** – Take a head count BEFORE entering the USF campus.
- **Departure** – Regroup and perform a headcount OUTSIDE of the USF facilities, and again while loading on the bus. Preferably before arrival of the bus.

The goal is to minimize the amount of time each bus is parked in the loading/unloading area.

Registration Table:

Upon arriving, you will be greeted by USF students who will escort you and your students over to the Expo area. In order to make check-in a smooth process, we ask that **one** adult from each school checks their school in at the registration table **before** your school goes past the check-in area. Your greeters will assist you in finding the registration table when you get off the bus.

Departure:

All Expo Exhibits will be closing at **4pm.**

BUS PICK-UP:
There is a limited amount of space and time where buses can wait. Therefore it is imperative to organize your students ahead of time and load your buses as quickly as possible. Please perform headcounts before/while getting on the bus.
Once loaded your bus cannot wait in the loading zone; you must leave immediately. Buses can only wait 10 minutes for your group to arrive and load. Buses waiting for an extended period of time will have to leave campus and return at the back of the loading line. This may take more than 30 minutes to get back to pick up.
Directions back to the pickup location will be given when the drivers are given the instructions to the bus parking lot.
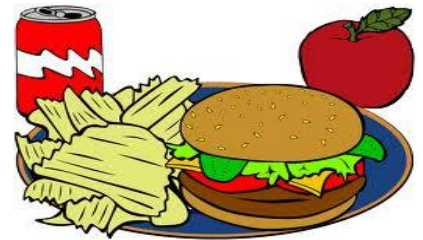
Lunch

Every school has the option to pack their own lunches, or purchase lunch at the Expo. For those who plan to purchase, here are some details:

Lunch will be served by USF catering services.
The 2015 Expo Menu will include an entrée, chips, and a drink for $5.

Entrées:
Hamburgers/Cheeseburgers
Hot Dogs
Vegetarian burgers
Subway subs
Pizza

Please note: *If you would like to pre-pay for lunch*, you <u>must</u> either send a check to USF Dining OR call to pay with a debit/credit card number <u>before</u> February 12, 2015. *If you wish to pay with a check, you <u>must</u> pre-order. Please make all checks out to "Aramark."* Please be aware that **the day of is <u>CASH OR CREDIT CARDS ONLY</u>.** Below is the contact information to pre-order lunches.

USF dining services may contact your school to confirm lunch registrations.

Contact person for dining- Christina Canty: canty-christina@aramark.com, 813-974-9875.

* There will be a designated area for which lunch will be served, and you will be able to purchase and receive lunch there on the day of the event.

<u>*Exhibit and Show Information*</u>

Please go to the following address for the exhibits list.
 http://expo.eng.usf.edu/docs.html

Scavenger Hunt:

Good news! The 2015 Engineering Expo will be having a scavenger hunts for all of the schools again this year. The scavenger hunt will be based off of various exhibits and shows at the expo, and student participation. This is another great way to engage students in science, engineering, and math, and we hope they look forward to it as much as we do. Please note that this scavenger hunt is OPTIONAL. Either on or before February 10, 2014, you will receive an email with the scavenger hunt attached. If you wish for your school to participate, simply print out as many sheets as you would like, as copies available on the day of will be limited. Inform the registration table that your school is participating when you arrive at Expo.

Something to take note of:

The 2015 EXPO program/map as well as many other documents you may want to look at will be available for download on the EXPO website http://expo.eng.usf.edu/ Feel free to print yourself and bring to the event, as limited copies are available at the event itself. Copies will be available on a first come, first serve basis.

<u>*Friendly Requests & Reminders:*</u>

- All instructors/teachers are responsible for controlling their students.
- Please help us maintain a clean and safe USF campus. Assure students do not mark, kick, or tamper with equipment in or around the facilities.
  These include:
    - Emergency eyewash and showers.
    - Statues and landmarks.
    - Mulch and pebble gardens.
    - Foliage.
    - Walls, doors, and windows.
    - Chains, bollards, barriers, and signs.
    - Student exhibits, unless instructed to participate.
    - Restrooms.

- Only use campus walkways to move around.
- Be aware of instructions from Engineering Expo volunteers who will assist in crowd control.
- Become familiar with EMT location on map and actual site.
- In case of emergencies, notify the nearest instructor/teacher, Engineering Expo volunteer, police officer, or EMS officer.
- In case of rain, do not get separated from your groups.

Remember: Our desire is have a pleasant, challenging, and memorable event which may aid in structuring the course of these young lives.

We look forward to having your school participate in Expo with us this year, it will be an exciting experience! As always, if you have additional questions please check the FAQs on our website or email usfexpo.schools@gmail.com.

Thank you,
Kayrol Leslie
Director of Schools
2015 Engineering Expo

USF UNIVERSITY OF SOUTH FLORIDA