TEALS CS Fair 2019

Know Before You Go - Exhibitors

We are excited you will be joining us at the 2019 - 2020 TEALS CS Fair!

Registered Participants

All participants need to complete the personnel survey. Please contact Grace Waylen (grace@tealsk12.org) if you have not yet completed the survey.

Agenda

Given higher than expected student registrations for this event, we will need to use the booth exhibition hall as a student lunch room. This will require booth exhibitors to take down their booths between 12:00-12:15pm, after which you are welcome to grab your boxed lunch and join students for activities, or leave the event. Our event must be clear of the venue by 3:00.

- **7:00am - 9:00am Booth Set Up** - At least one booth representative must be present by 8:30am.
- **9:00am - 12:00pm Booths Open to Students** - During this time students are free to move between breakout sessions (40 minutes each) and booths.
- **12:00pm - 12:20pm Booth Breakdown** - The exhibit hall will be used as a lunch room for students so booth breakdown must be completed by 12:15 pm.
- **12:15pm -1:00pm Lunch** - We will have lunch available for you. Feel free to stick around and join for some of the action in the student lunch rooms. ***The Student Choice Booth Award will be announced during lunch!*** Students will begin leaving at 1:00.

Parking

You can find a parking lot under building 33. Parking is limited and we recommend that you carpool. Maximum height for the underground parking garage is 7'.

Loading and Unloading

Shipping

- We do not recommend shipping to the MSCC if we can avoid doing so. If you do need to ship large packages, some details are below:
  - For questions regarding Freight deliveries: msf@microsoft.com
  - Incoming deliveries: rms@microsoft.com
    - For questions regarding incoming accountable packages under 70 pounds
    - Business hours: 7:00am-5:00pm Monday-Friday
    - For inquiries regarding the status of your package, please include the package tracking number and po# in your email inquiry to RMS

- If you are requesting an alert or watch on a package please provide the exact receiver name and the tracking number for the package in the email to RMS
- Between 10:00am-11:30am you may receive a delayed response to your email as their focus is getting the overnight packages processed and staged for afternoon delivery

If you are looking to use the loading dock to have items arrive at MSCC, please connect with Lauren Carlson (evention@microsoft.com) to coordinate the arrival.

Internet
We will have Wi-Fi available for exhibitors. If you need wired Internet please contact Grace Waylen (grace@tealsk12.org).

Punch Cards
In order to encourage student interaction with exhibitors, students will be given Exhibit Hall punch cards. When students visit your booth and have a **meaningful interaction** (have a discussion, ask a good question, complete an activity, etc.) with you, you can hole punch their punch card. Students will need to engage with a variety of booths to be eligible for the sweepstakes drawing.

Each booth will be provided with a hole punch that corresponds with one of the following categories:
1. Academic Institutions
2. Businesses
3. CS Organizations

Please keep track of your assigned hole punch to maintain the integrity of the sweepstakes and so that we can collect them and the end of the CS Fair.

Social Media
The event hashtag is **#tealscsfair**. You are welcome to post about your booth and encourage students to as well. Displays in the conference center will feature social media posts with this hashtag during the event.

Thanks again for providing your expertise and perspective to these future computer scientists.