

Thank you for registering for the USF Engineering Expo! Please print this file and bring it with you to the registration tent. This document contains important information regarding transportation, lunch options, reminders, and more. **Please read the entire document carefully!** The most updated information will be posted to our website, <http://expo.eng.usf.edu/>.

Thank you,  
Directors of Visitor Relations

## Transportation

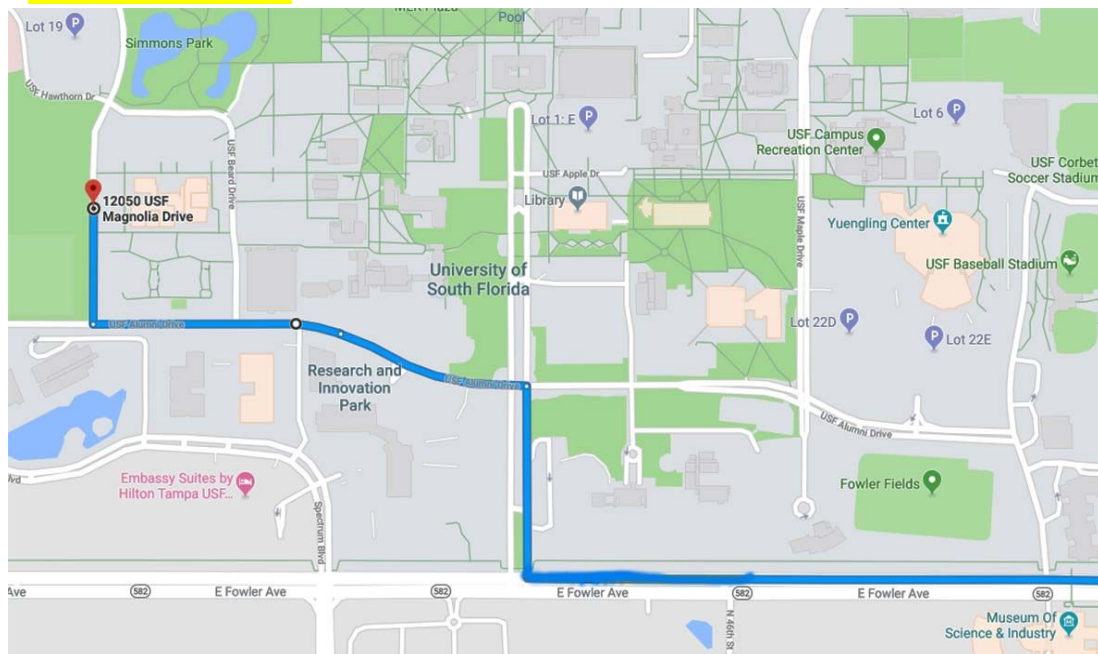
### Arrival:

#### BUS DROP-OFF:

- Please conduct a headcount before arrival to drop-off zone.
- It is preferred that you enter campus at **either** of the following intersections:

#### 1. Fowler Ave & Leroy Collins Blvd (map below)

- From Fowler, turn **RIGHT** on Leroy Collins, **LEFT** on USF Alumni, and **RIGHT** on **USF MAGNOLIA DRIVE**



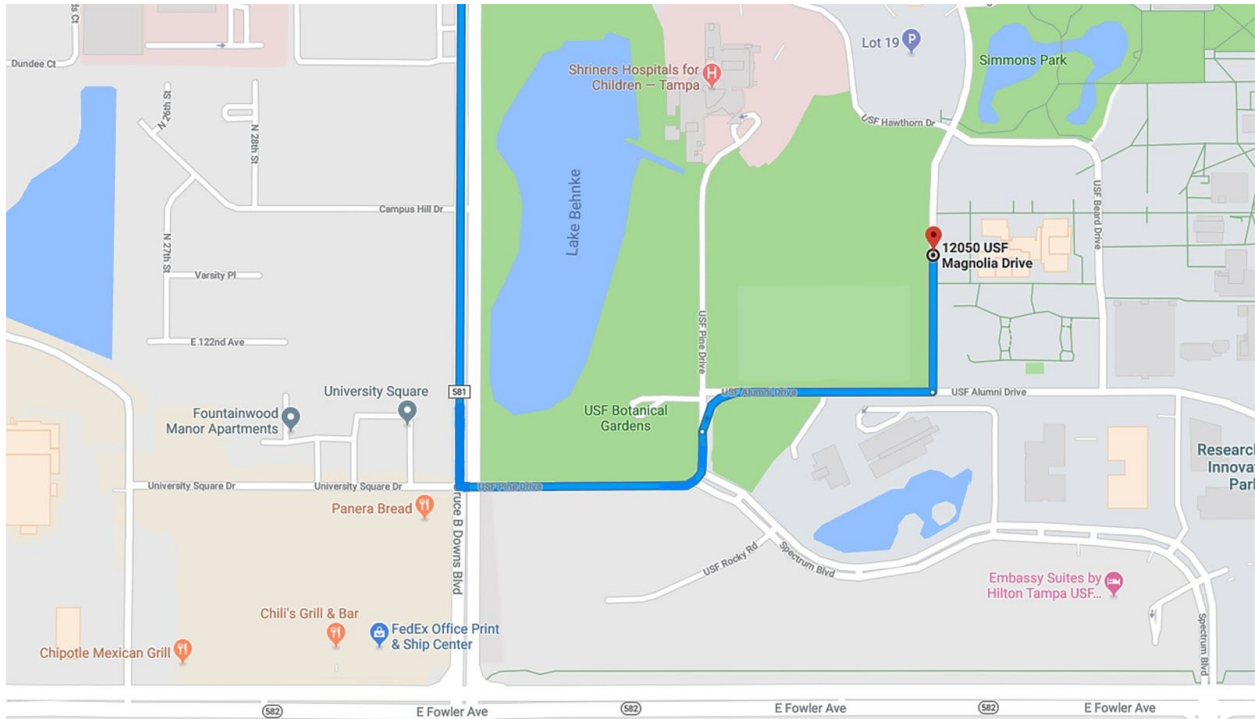
***"USF is an Equal Opportunity/ Equal Access/ Affirmative Action Institution. For persons requesting disability accommodations for the USF Engineering Expo please contact Rachel Reinhardt, Expo President, ([usfexpo.general@gmail.com](mailto:usfexpo.general@gmail.com)) a minimum of five (5) business days in advance."***



**OR** you may enter campus at

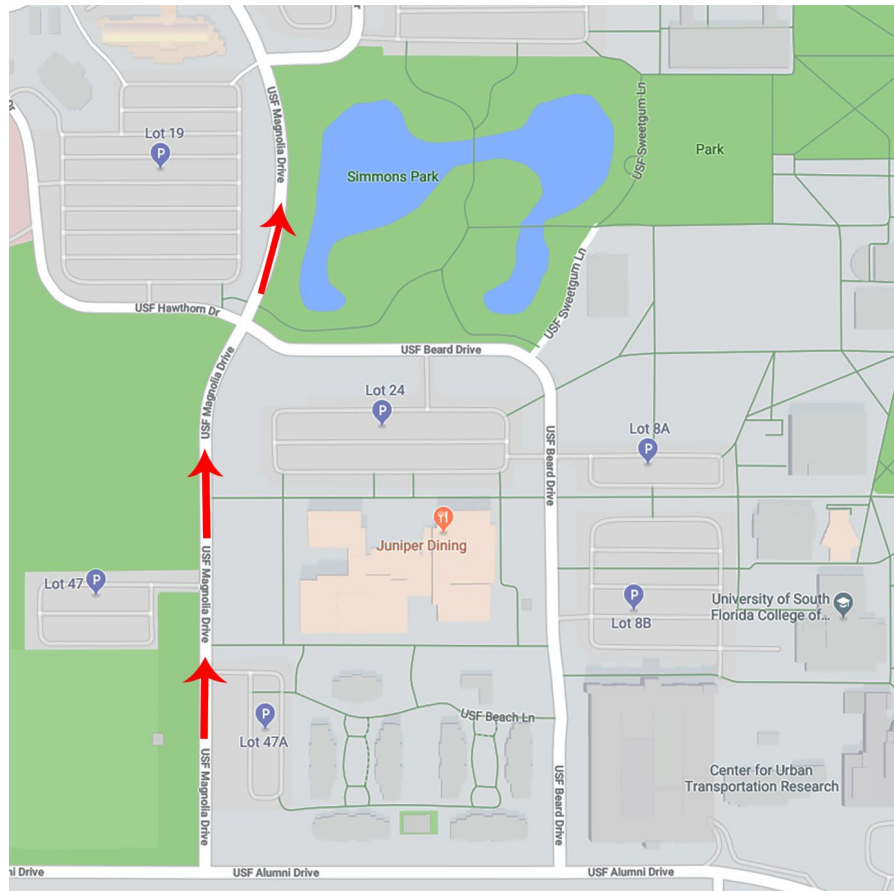
2. Bruce B. Downs Blvd & USF Pine. (Map below)

- When on Bruce B. Downs turn **ONTO** USF Pine Drive and follow the road to the left. Turn **RIGHT** on USF Alumni Drive, then turn **LEFT** onto **USF MAGNOLIA DRIVE**.



This year, we are using **USF Magnolia as a one way!** (Red arrows indicating direction, pick up and drop off will be on the right side of Magnolia Drive)

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**NOTE: Loading, unloading, or parking in unauthorized areas WILL result in a citation from USF Police and creates a safety hazard for your and our students alike.**

**NOTE: DO NOT PARK IN UNAUTHORIZED PARKING SPOTS, IF YOU DO, YOUR VEHICLE WILL BE TOWED.**

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## Upon arrival

- **DO NOT TURN ONTO BEARD DRIVE, follow signs to USF Magnolia Drive.**
- University Police will direct buses to an unloading zone.
- Please include a handwritten/typed sign of your school's name in a right-side window of your bus. It will help expedite the drop-off and pick-up processes.
- An Expo volunteer will greet the bus to register your school. **BEFORE** the bus unloads, the chaperone will be asked a few questions:
  - *School Name*
  - *Number of buses from your school*
  - *Total number of passengers on the bus.*
- A volunteer will ask you for a contact number of one of the teachers, so that we can notify you when your buses arrive.
- After the bus is quickly unloaded, dining representatives will have a tent at the unload zone for purchasing meal tickets. Please try to make the least amount of transactions per bus. For example, the chaperone can pool the lunch money and purchase all the meal tickets in one transaction and distribute the tickets to their students before lunch. This will reduce wait times for all students and chaperones.
- Expo volunteers will then direct your school toward the event site.

## 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.

- Please arrange for the students to reach loading zone **before** their assigned bus arrives. This way buses are not parked waiting for their students to arrive and traffic flows with less congestion.
- Follow volunteer directions and signs back to the same load/unload point.
- An Expo volunteer will then direct you to the pick-up staging area, and you will be notified when your bus arrives. Upon bus arrival:
  - Quickly board the bus and perform final headcount WHILE boarding.

**\*Plan to spend the least amount of time at the loading and unloading areas.**

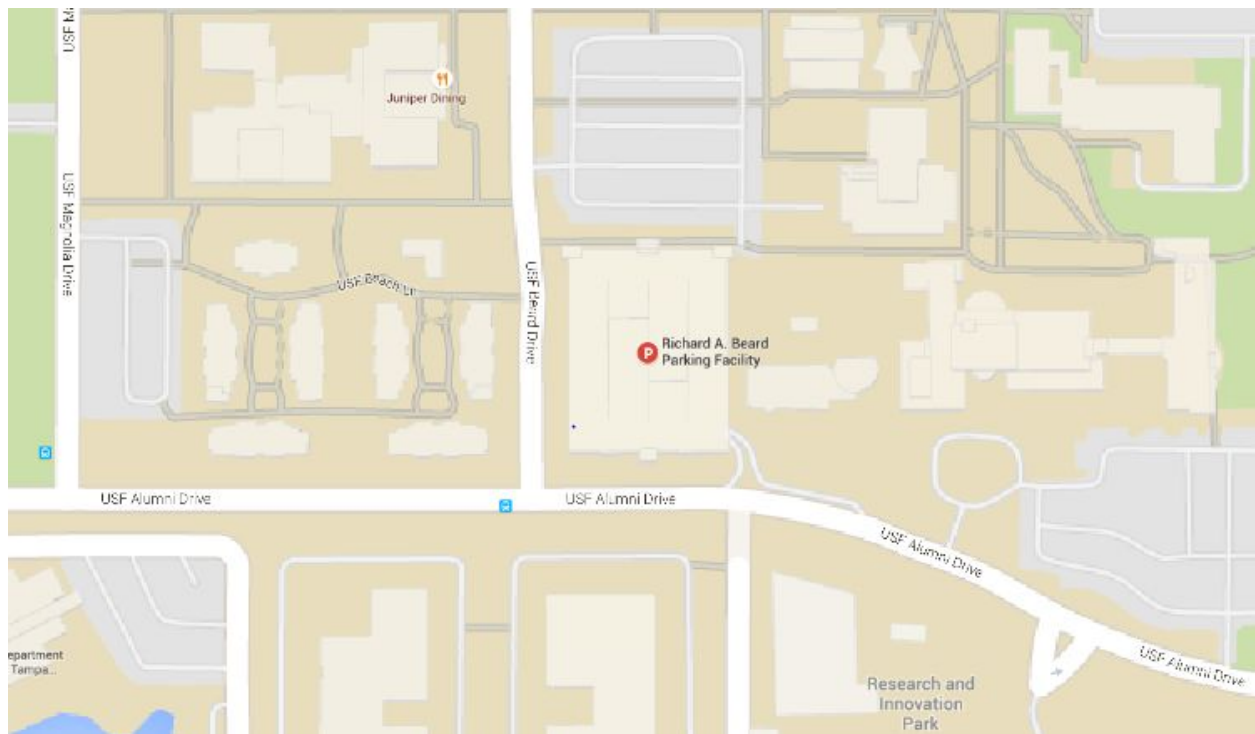
***The goal is to minimize the amount of time each bus is parked in the loading/unloading area.***

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**Note: Please get your driver's contact(s) and have them contact you when they arrive or are about to arrive during pick up time for a smooth and timely process.**

## Parking for Parents:

Free parking is available for parents and other guest in the **Beard Parking Garage on levels 4 through 8**. There will be signs directing parents and other guests where to park and exit the garage to the event. Address: **Richard A. Beard Parking Facility, Tampa, FL 33620**



**NOTE:** Parking elsewhere may result in a citation from USF Police. Parking on the designated floors of the Beard Parking Garage will not result in any tickets.

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# Lunch

Every school may pack their own lunches or purchase lunch at the Expo. There will be seating for everyone. For those who plan to purchase, details are below:

\***REMINDER:** Expo is not responsible for watching over lunches, and **NO COOLERS** are allowed this year. Students may carry their own packed lunches, but cannot leave lunches on the buses. **Buses will not be parked on campus unless given specific permission from the Expo Director of Schools.** If you require your bus to be parked on-campus due to the teacher driving the bus, please contact [usfexpo.schools@gmail.com](mailto:usfexpo.schools@gmail.com) for special permission and to discuss the options available. We will accommodate you to the best of our ability.

Lunch will be served by USF catering services.

**The 2019 Expo Menu is: Pepperoni or Cheese Pizza, Chicken Tenders and Nachos.**

**You can find the Food Voucher Order Form here:**

<http://expo.eng.usf.edu/map.html>

**If you are interested in purchasing a meal option, please fill out the form and send it to : [USFCatering1@gmail.com](mailto:USFCatering1@gmail.com)**

\*\*If you have any additional questions regarding meal plan options, please contact [USFCatering1@gmail.com](mailto:USFCatering1@gmail.com) or [catering@usf.edu](mailto:catering@usf.edu)

\*\*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. It is also strongly encouraged for schools to bring a picnic blanket to seat students at for their lunch.

\*\*Pre-ordering is available. Feel free to contact our catering services directly with any comments, questions, and concerns.

# Exhibits and Show Information

We are working on updating these forms and will inform you once they are all complete. You can also keep your eye out here for the exhibit list as well.

<http://expo.eng.usf.edu/docs.html>

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## Maps and Other Documents

The 2019 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/maps.html>. Once they are updated fully, we will inform you. Feel free to print and bring copies for yourself to the event, as there will be limited supply on the day of Expo. Copies will be available on a first come, first serve basis.

## App

Keep an eye out for our app! In the coming days before Expo we will have an app available

Details are as follows:

- Name: USF Engineering Expo
- Platforms/ App Stores: Google Play & Apple Store
- Available on the app: Announcements, Maps, Exhibits, Schedule, Important Documents, etc.

## **Please Keep in Mind:**

- All instructors/teachers are responsible for 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.
- Sales or solicitation of any kind are STRICTLY PROHIBITED on the USF campus.
- Be aware of instructions from Engineering Expo volunteers who will assist in crowd control.
- Become familiar with EMT location on map and actual site.

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## Teacher Information Packet

- 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:** We want every student and participant to thoroughly enjoy the time spent at our event. We desire everyone to grow, learn, be challenged and be inspired from the activities and experiments at our event!

We are look forward to having your school participate in Expo with us this year! It will be an exciting and new experience!

Please remember, if you have additional questions please check the FAQs on our website or email [usfexpo.schools@gmail.com](mailto:usfexpo.schools@gmail.com).

Thank you,

Adityesh Satam  
*Schools Director*  
*2019 USF Engineering Expo*

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