**DESIGN FAIR PLANS FOR SENIOR DESIGN PROJECTS**

Every project team will have a poster, easel, and 6 foot long booth area for the SDSM&T Design Fair; and each team is expected to arrange to staff the booth unless they have made other arrangements with the course instructor.

It is one of the team’s responsibilities to make sure that they have printed and mounted their poster, and communicated any additional booth needs to the course instructor before the deadlines for the Design Fair. The template and guidelines for the poster is located on the Material Page of the course website. The objective of the team booth should be to communicate the engineering design aspects of the project and support the team’s presentation staff in communicating about the project with the general public.

The team may have some small paper handouts for booth visitors, but other items that may be located in the booth will need to have additional coordination. The additional booth items that the teams may usually request, and some usage ideas are discussed below. Keep in mind any NDA or IP agreements, and communicate the booth design with your sponsor prior to the request submission date.

**Extra Booth Space:**

If the team desires ***(and subject to space constraints)*** the team may be able to get two booths or more. This might be handy if your team has a large prototype or product to display. The case for extra space is bolstered if it is possible to demonstrate or interact with the prototype / product – but let the course instructor know how you will get any large items into the room!

**Display Table(s)**:

It is usually easy torequest a 6 foot long table for display purposes. The team should plan to provide a covering, and should be certain that anything displayed on the table can be supported safely by the table legs. This is also a good way to provide handouts to the public – and if the table is covered, the team can store some materials (or coats and bags) under the table and out of sight.

**Electric Power**:

If the team needs electric power, it can request an outlet in the booth. It may be necessary for the team to provide a circuit strip or surge protector for additional needs, and depending on the electrical load needed, this would have to be part of the request ***(and subject to availability).*** This might be an option for demonstrating software or hardware operation. However, if the team is planning on using a computer to demonstrate something visually, it will also be necessary to provide a larger monitor to enable the public to see what is going on. (The tablet display won’t cut it here!) Contact the course instructor before making your own monitor arrangements.

**Divider:**

If you would like a free-standing room divider for you booth, please contact the instructor. These may be used as bulletin-board style paper/poster displays, as well as to separate the booths.

**Make sure that the course instructor is informed of your team’s needs before the deadline(s) listed on the course web site Schedule Page.**