



November

13-14,

2018

Jason Luke (cell): 269-910-4881
 Jason Luke (work): 269-250-9312
 Kathy Spackman (work): 269-250-9303
 Kathy Spackman (cell): 269-599-9400

Monday, November 12th	
11:00 – 12:00 p.m.	Floor Plan will get taped off, areas labeled and have tables and chairs delivered
12:00 – 1:00 p.m.	Expo Center open for SCHEDULED vehicles and big equipment ONLY <ul style="list-style-type: none"> ➤ Exhibitors are to enter the building using the WEST (back of the building) entrance. No parking or entering the building from the EAST entrance. This will be reserved for busses loading and unloading of students.
1:00 – 4:00 p.m.	Open set up time (all other participants) Rules for set up (see Expo Center rules provided): <ul style="list-style-type: none"> ➤ All vehicles left in the Expo Center must be no more than ¼ tank full or contain less than 5 gallons of fuel. Once placed, the battery needs to be disconnected and the gas cap covered with tape. ➤ No fire exits can be blocked. ➤ Nothing can be affixed to the wall or hung from the ceiling. ➤ A tarp must be placed on the floor for any items that might scratch the floor or if there will be anything falling on the floor during activities. ➤ Balloons are not permitted. ➤ Pipe and drape will be installed and cannot be moved. ➤ Overhead extension drops and wall outlets provide electrical access. Please bring your own extension cords and outlet strips. Extension cords cannot cross aisles and must be taped with Gaffers tape.
1:00 – 2:30 p.m.	Tentative - Forklift will be available
4:00 p.m.	Everything set up by 4 p.m.
Tuesday, November 13th	
8:00 a.m.	Expo Center will be open. <i>Please leave valuables locked in your car.</i>
8:00 a.m. – close	Hospitality room is available with snacks/coffee/water. Please do not leave any valuables in this room.
8:30 – 8:45 a.m.	Arrival time for all workers/volunteers ready to roll... <ul style="list-style-type: none"> ➤ Wear your shirts with your company logo or pick up a MiCareerQuest T-shirt when you come in ➤ Wear comfortable shoes
9:00 a.m.	Students begin to arrive (we will let students into the facility as they arrive)
9:15 – 10:55 a.m. November 13 AM Rotation SCHEDULE 9:15 – 9:45 9:50 – 10:20 10:25 – 10:55	AM session. Student rotation times listed on the left. <ul style="list-style-type: none"> ➤ Music will play indicating it is time to switch sessions. Please encourage students to move on. ➤ If a student wishes to learn more, direct them to teacher stations nearby or encourage them to attend the annual Open House on February 5th. ➤ First and last group of students may be in session a bit longer depending on arrival time and departure times.
Approx. 11:00	Lunch - Sack lunches will be available for you to pick up in the lunch room; next to the registration table where you entered.
11:30 a.m.	Students will start arriving.



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<p>11:45 a.m. - 1:25 p.m.</p> <p>November 13 <u>PM Rotation</u> <u>SCHEDULE</u> 11:45 – 12:15 12:20 – 12:50 12:55 – 1:25</p>	<p>PM session. Student rotation times listed on the left.</p> <ul style="list-style-type: none"> ➤ Music will play indicating it is time to switch sessions. Please encourage students to move on. ➤ If a student wishes to learn more, direct them to teacher stations nearby or encourage them to attend the annual Open House on February 5th. ➤ First and last group of students may be in session a bit longer depending on arrival time and departure times.
<p>1:30-2:00</p>	<p>Clean-up your area and get ready for next day. Workers/volunteers are free to leave as soon as students have gone and your area is ready for Wednesday.</p>
<p>2:00 – 4:00</p>	<p>Employer set up by appointment ONLY for Wednesday Nov. 14th</p>
<p>Wednesday, November 14th</p>	
<p>8:00 a.m.</p>	<p>Expo Center will be open. <i>Please leave valuables locked in your car.</i></p>
<p>8:00 a.m. – close</p>	<p>Hospitality room is available with snacks/coffee/water. Please do not leave any valuables in this room.</p>
<p>8:30 – 8:45 a.m.</p>	<p>Arrival time for all workers/volunteers ready to roll...</p> <ul style="list-style-type: none"> ➤ Wear your shirts with your company logo or pick up a MiCareerQuest T-shirt when you come in ➤ Wear comfortable shoes
<p>9:00 a.m.</p>	<p>Students begin to arrive (we will let students into the facility as they arrive)</p>
<p>9:15 – 10:55 a.m.</p> <p>November 14 <u>AM Rotation</u> <u>SCHEDULE</u> 9:15 – 9:45 9:50 – 10:20 10:25 – 10:55</p>	<p>AM session. Student rotation times listed on the left.</p> <ul style="list-style-type: none"> ➤ Music will play indicating it is time to switch sessions. Please encourage students to move on. ➤ If a student wishes to learn more, direct them to teacher stations nearby or encourage them to attend the annual Open House on February 5th. ➤ First and last group of students may be in session a bit longer depending on arrival time and departure times.
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<p>11:45 a.m. - 1:25 p.m.</p> <p>November 14 <u>PM Rotation</u> <u>SCHEDULE</u> 11:45 – 12:15 12:20 – 12:50 12:55 – 1:25</p>	<p>PM session. Student rotation times listed on the left.</p> <ul style="list-style-type: none"> ➤ Music will play indicating it is time to switch sessions. Please encourage students to move on. ➤ If a student wishes to learn more, direct them to teacher stations nearby or encourage them to attend the annual Open House on February 5th. ➤ The last group of students may be in session a bit longer depending on bus departure time.
<p>1:30 – 5:00 p.m.</p>	<p>Tear down. Workers/volunteers are free to leave as soon as area is vacated.</p>
<p>5:00 p.m.</p>	<p>Expo Center closes</p>