

“Unleashed” Architecture Show 2008

Chumash Auditorium in the University Union, Cal Poly San Luis Obispo

Exhibitor Information 5/15/08

Website: www.architectureshow.calpoly.edu

SCHEDULE

Thurs. May 22nd 6:00am. Tape layout of exhibitor spaces.

Noon: Begin set up of the exhibit until noon May 23rd.

Fri. May 23rd

Exhibitor's set up must be completed by noon or will not be allowed to exhibit.

Noon: Safety check, media tours, set up catering.

3p.m. to 6:30 p.m. Opening reception

Sat. May 24th

10am to 5 p.m. the show is open to the public. Exhibitors take turns as docents.

Sun. May 25th

10am to 5 p.m. the show is open to the public. Exhibitors take turns as docents.

5pm: ALL STUDENTS Begin take down of show.

Mon. May 26th

ALL STUDENTS Finish dismantling show and clean up the auditorium by 4pm.

Exhibitor locations

A floor plan of the exhibit layout is posted on the website.

Each person's space is identified on the layout.

Exhibitors must stay within the perimeter of the space that they have been assigned unless arranged with neighbors.

It is imperative that you keep the exact locations.

A map of the auditorium with names and locations will be handed out to visitors as part of the program

Exhibit Set-up and take down

Set up begins 12n on Thursday and will commence all night until 12n on Friday. Tear down begins at 12n on Monday and will be done at 6pm on Monday. More specific information to follow.

Provided:

- **5.5' wide x 6' deep space**
- **4-6 sheets of 48"x86" corrugated white cardboard** (and water tape) to build a presentation area (if you choose this method); the cardboard can be found in the CAED shop now. When taking cardboard, please sign the sheet provide.
- **Power/electricity** from the wall outlets. You will need to plug into the central power strips. These must be heavy grounded chords. We will provide a limited supply of gaffer's tape to secure cables.

Other than that, **you must build your own display** (walls, lighting, hanging apparatus, table surfaces, etc). NOT PROVIDED: tables, wall partitions, method for hanging, extension chords, lighting instruments, and individual powerstrips.

Requirements:

- No sharp, protruding elements - into walking areas or into the floor. (all display "feet" must be padded)
- No halogen lights (fire hazard)
- No dog-eared edges (bad craft)
- No tape in contact with building besides provided gaffer's tape
- Everything secured, so nothing can be knocked over
- Each exhibitor needs to make **TWO copies of a name placard** to mark their space, and must bring the 2 copies of required name & space number placard at set up.
- See the website for Info about and templates for these required placards.

- Exhibitor spaces will be marked out with tape on the floor in Chumash and can begin at noon on Thursday May 22nd
- All set-up must be complete by noon on Friday May 23rd for media tours, safety check, and catering set-up.
- There will be a van and a truck available starting Thursday morning 5/22 to shuttle projects to Chumash.
- Each exhibitor is responsible for setting up, turning on, and maintaining his or her own exhibit each day.
- The exhibits are to remain in place, continuously maintained, through 5pm Sunday May 25th.
- Each exhibitor is responsible for the complete removal of his or her exhibit at the close of the show.
- Everyone is required to help remove all of the exhibits by 12pm Monday May 26th at noon and then help with a general clean-up of Chumash to be completed by 3pm.

As committee members we retain the right to remove any part of your display that is hazardous (fire safety, falling) or does not live up to a high level of craft. (If it looks BAD, we WILL take it down.)

Exhibit material & design

To assist with exhibits there are large sheets of corrugated cardboard and 3" white water-tape available that can be used to craft into exhibit systems, stand(s), pin-up surface etc. The cardboard is 48"x86" white one side, brown on the other side with the corrugations running the long direction.

Each student is allowed 5-6 pieces of this corrugated cardboard and white water-tape as necessary.

The Cardboard is available in the CAED support shop. Please sign the sign-out sheet there when you take your pieces. The tape is in boxes near the cardboard.

Although it is the intent of the design group to have some consistency in the design of the show through the use of provided materials (Corrugated cardboard, tape, etc.), other systems that exhibitors design may be acceptable. The basic exhibit rules are these:

1. Sharp objects that protrude from the exhibit or that are in contact with the floor will not be accepted.
2. Any contact with the floor must be padded so as not to mar or scratch the floor.
3. No exposed or "dog-eared" edges of the cardboard. Reinforce, fold-over, and/or wrap all cardboard edges for stiffness and appearance. Remember that the backside of your exhibit will probably be visible so it needs to look good as well.
4. Use the white "water tape" provided for connecting cardboard (the tape only needs to be dampened).
5. We will provide a limited supply of "gaffer's tape" for taping cords or anything else to the floor. This is the only tape we are allowed to use on the floor.
6. Secure everything (especially equipment) so that it will not be knocked over.
7. Only heavy gauge fully grounded electrical cords are permitted. Secure cords so that they are not a trip hazard
8. NO halogen or other high heat lights permitted.
9. Anything determined to be a fire hazard will be removed.

It is highly suggested that before crafting your own exhibit system, you should discuss the plans with one of the design committee members, and also your exhibit "neighbors" in the show.

Digital Equipment & lighting

For the time that the show is open, it is the responsibility of each exhibitor, to turn on and then turn off their equipment at the start and end of each exhibit day.

You can use your own laptop and projector for the show...

or

We have 40 projectors and 40 laptops reserved in a pool from Cal Poly MDS for the show.

The number of people requesting these projectors surpasses the number in the pool.

Therefore each of the 10 fifth year studios will get 4 projectors and 4 laptops from the Cal Poly MDS pool.

Each of the 10 studios should decide who in that studio will get a projector and/or laptop.

The pool laptops and projectors will be picked up by the student from the MDS during setup hours.

Each exhibitor will need to provide his or her own focus lighting. No halogen or other high heat lights allowed.

A main power distribution system will be laid out in the room.

Exhibitors may connect to the main lines using good quality heavy duty, grounded extension cords only.

Volunteers

Each lab will be responsible for providing volunteers to help out with the

- set-up,
- operation & maintenance, docenting, and
- take down and clean up of the show.

Please confirm the time you will be there to help out.

Your studio representative will be going around with a signup sheet.

The sign ups will be posted on the website.

Vellum Furniture Display

There will be space to display vellum furniture during the Chumash Show. The stage of the auditorium will contain the DJ for the opening reception as well as any furniture people want to display. This area will function as a lounge for the reception.

The stage will not be monitored specifically during the weekend, so all furniture displayed should be sit-able and stable. (so nothing is broken).

All furniture to be displayed should arrive no later than 12n on Friday.