

Build My Future – Exhibitor FAQ

General Information

- **Event Date & Time:** Wednesday, October 15, 2025 | 10 AM – 2 PM
- **Location:** NWTC Parking Lot A (2740 W Mason St, Green Bay, WI 54303)
- **Contact on Event Day:** Pam Sylvester | (920) 365-6283
- **Rain or Shine:** The event will be held regardless of weather conditions. Please plan accordingly.

Setup & Logistics

- **Setup Window:** Tuesday, October 14 between 10 AM – 6 PM and Wednesday, October 15 between 6 AM – 9 AM. Please be fully set up by 9 AM on Wednesday, October 15.
- **Equipment/Space Needs:** If you require extra space, electrical access, or large equipment, please notify us in advance.
- **Parking/Drop-off:** There is a designated lot to park for Exhibitors and Volunteers. Please drop off your exhibit materials/equipment and then park in the designated lot. There will be signage to indicate where to park.

Booth Activities

- **Hands-On Focus:** Activities should allow students to *try something* connected to your trade/career path. Think interactive, exciting, and visually engaging.
- **Staffing:** Please ensure staff working in your booth are comfortable engaging students and leading them through activities.
- **Giveaways:** Optional. Some exhibitors provide small items or run competitions.

Students

- Students will arrive in groups throughout the day.
- Each student will have a **safety briefing on the bus** before arrival.
- Students will have **bags and a tool holder** to carry items.
- Lunches for students will be provided on site.

Exhibitors

- **Lunches:** Provided for all exhibitors. Details will be shared closer to the event.
- **Safety/Insurance:** Please make sure your activity is safe for all participants. Your Certificate of Liability Insurance is required for participation.
- **Communication Tips:**
 - Keep instructions simple and clear.
 - Use approachable language and encourage questions.
 - Demonstrate first, then let the students try.