

January 25, 2008

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2008 New Faces of Engineering Day at SUNY New Paltz - Kiosk Booth Info.

Dear New Faces Kiosk Company,

Thank you for volunteering to host a kiosk booth at our 6th annual New Faces event to be held on **Wednesday, February 20, 2008** at SUNY New Paltz.

This year's event will be attended by over 1300 students and teachers from more than 30 middle and high schools located throughout the Hudson Valley and NYC. We have a variety of different events planned for this year, including our keynote presentation by Dr. Wendy Arienzo, VP of manufacturing technologies at NXP Semiconductors, speaking about chip technologies for "smart cards" and mobile phones.

If you go to <http://www.newpaltz.edu/engineering/faces/> you can learn more about past and present New Faces events. You can also go online to http://www.youtube.com/watch?v=r_lw8ecSWaI and watch a 3 minute video about the event. New Faces is something that should make us all proud. Thank you for helping to make it possible.

Now, details about hosting the kiosk booths:

For those of you who attended last year, we will be staging the New Faces kiosk company display booths in the same place as last year, the **ELTING GYM**. This year we are expanding again and will fill the entire Elting Gym with kiosk booths. We'll have over 40 tech companies attending this year – many for the first time.

EVENT TIMES

Kiosk Setup:	Tuesday 2/19 (day before show):	2:00pm – 7:00pm	Elting Gym
	Wednesday 2/20 (day of show):	7:00am – 10:00am	
VIP Breakfast	(for major event sponsors and guests)	8:00am – 9:00am	Terrace Restaurant
Key Note Speaker:	Dr. Wendy Arienzo	9:30am – 10:00am	Wellness Center
Kiosk Event:	First Group of 660 Attendees:	10:15am – 11:30am	Elting Gym
	Second Group of 660 Attendees:	11:45am – 1:00pm	
Job Fair in Kiosk Area:	(for companies signed up):	1:00pm – 2:00pm	Elting Gym
Running Concurrent with the Kiosk Event are:			
	• Electronics Workshop (four sessions):	10:15am – 1:00pm	Student Union Bldg
	• Lecture Series (four sessions):	10:15am – 1:00pm	Lecture Center 102
	• Student Lunch (four sessions):	10:15am – 1:00pm	Lecture Center 100
Kiosk Booth Breakdown:		1:00pm (not participating in Job Fair)	
		2:00pm (participating in Job Fair)	

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KIOSK BOOTH REGISTRATION FORM

Please find attached the *Kiosk Registration Form* which has all the information needed to reserve your kiosk booth space. Please complete and fax the form back to us **no later than February 8, 2008** at:
fax: (845) 336-4000.

Please note that the form has two (2) parts: Page 1 provides information about your company booth and Page 2 provides information about your job fair requirements should you decide to participate.

KIOSK BOOTH LOCATION NUMBER

A week before the event you will receive a 2nd email which will include a gym layout map and your booth number assignment. We will also send you a list of all attending kiosk companies.

KIOSK BOOTH SERVICES

Each kiosk booth space is 9 ft wide X 10 ft deep. If a kiosk company requires more than one booth space, needs a wall for a backdrop, does not want to be located in a busy aisle, or has any other special request, please let us know by indicating so on the attached Kiosk Registration Form or by emailing us (contact information provided at the bottom of this letter).

Each booth space will be provided with one (1) 15amp/1phase/110VAC electrical service outlet plug. If you need more power, please let us know. (We also have a limited number of 208 VAC service plugs available). If you need additional outlet plugs, we ask that you bring an appropriate power strip. If any last minute electrical items are needed, there is a local electrical supply company about ½ mile from the college (Yuan Electrical Supply on Rt. 32 South).

One (1) 6 ft long table with table cover and one (1) chair will be provided for each booth. A limited number of additional chairs and tables are available if needed. Please let us know by indicating so on the Kiosk Registration Form.

PASSPORT ACTIVITIES

We are trying something new this year to encourage students to visit the various kiosk booths. Each student will be given a "Passport" card which they must get stamped at fifteen (15) different kiosk booths to make them eligible to win a prize. Each kiosk company will be given an ink stamp with the company name to use to stamp each visitor's Passport. If companies would like to bring their own company stamp, or purchase their own stamp with company logo, please let us know so we don't have to spend money to make your stamp. (We will supply the ink pads).

We know that some kiosk companies only send one (1) person to man their booth and that adding this extra Passport stamping responsibility may be too much work. If this is a problem, please let us know. We have extra volunteers who can help you in your booth if we know ahead of time.

Let's see how this new idea works in getting our students engaged in talking with our company's scientists and engineers. We'll then improve upon it for next year. (Please feel free to provide suggestions to us during the event always looking for good ideas).

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DICTIONS & PARKING

Please also find attached in this information package a SUNY New Paltz campus map (titled: “Event Locations”) showing all event locations for the day and a general map with directions to New Paltz.

Please note:

- All kiosk companies should unload and enter the Elting Gym at the location indicated by the big red arrow on the Events Locations map titled: “Kiosk Entrance (unloading here)”.
- When done unloading, please park in lots #5, 6, 7 or 37 as shown on the map.

Parking is very difficult on campus and may be hard to find if you arrive after 9am on the day of the event. We have asked the campus police to not ticket cars which do not display parking passes that day, so park in any available spot. If you do get a ticket, please do not worry - call the SUNY Engineering office at (845) 257-3728 and they will take care of your ticket. Please do give them a call. The SUNY campus traffic system is connected to the NY State motor vehicle system and unresolved tickets will go on your state driver’s record.

KIOSK SETUP

The day before the event (Tuesday) will be busy with electrical infrastructure setup work. If kiosk companies would like to come the night before to setup, that is fine. We will accommodate and assist you.

We also however realize that most of you will be setting up the morning of the event. It is our goal to make it as easy as we can to help you get setup that morning. To help, we will have an overflow of New Paltz students and local company volunteers (wearing New Paltz Engineering shirts) available in Elting Gym to assistance you in unloading your car and setting up your booth. If you need help, please ask.

GUEST SPEAKER FROM NXP, Dr. Wendy Arienzo

Once a kiosk company has their booth setup, we encourage all participants to attend the keynote presentation by Dr. Wendy Arienzo at the Wellness Center located adjacent to the Elting Gym. The talk starts promptly at 9:30am. Once the doors are closed, no entrance will be permitted. After the presentation ends at 10:00am, we ask the kiosk participants to return promptly to their booth in time for the 10:15am kiosk booth start.

SUNY COLLEGE STUDENT JOB FAIR

From 1pm – 2pm, after the middle and high schools students have left, we ask that those companies interest in participating in Job Fair recruiting please stay at their kiosk booths for one additional hour to talk to SUNY New Paltz students. This Job Fair is being heavily publicized to the college’s engineering, sciences and business school students. If area companies are hiring or looking for summer internships, we ask that you consider our students.

If your company would like to participate in the Job Fair, please fill out the second page of the Kiosk Registration Form attached.

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Something new this year – we also will be allowing SUNY New Paltz students to stop by the kiosk booths in Elting Gym throughout the day and drop off their resumes to interested companies. While the time from 10:15am – 1:00pm should focus on speaking with our middle school and high schools students, we also ask that you help our SUNY students learn more about the work of our region’s companies and about employment opportunities.

KIOSK COMPANY FOOD SERVICE

Light Breakfast and Lunch will be provided to all kiosk companies participants. A buffet style food spread will be setup in the Elting conference room located across the main hall from the kiosk booth area. Please help yourself throughout the day. Food will be available up to 2pm to allow kiosk participants to grab a bite after the event or take it in the car with them on their ride home.

SNOW DAY

If bad weather delays or cancels class at New Paltz College, the New Faces event will be postponed one day to Thursday February 21st. You can check the status of school delay/closing by going to the SUNY New Paltz website at: www.newpaltz.edu or listening to the radio stations in the region.

School delay means postponing the event to Thursday 2/21

Please indicate on your Kiosk Registration Form if you can attend on the backup day of Thursday February 21 in case of a snow delay on the 20th.

CONTACT INFORMATION

Should you have any questions or need further assistance, please contact the following persons responsible for the company kiosk booth exhibits:

Frank Falatyn
FALA Technologies Inc.
Tel: (845) 336-4000
Email: fsf@falatech.com

Harold King
Council of Industry of Southeastern NY
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