

# BASEF 2010

## Project Check-in and Setup in 5 Easy Steps

Wednesday March 24<sup>th</sup>, 2010

4:00 p.m. to 8:00 p.m.



### STEP 1

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Check-in at the Onsite Registration Area in the Smith Gym at the Ivor Wynne Centre at McMaster University where you will verify the location of your project and finalize all registration requirements. ***Go to Step 2.***

### STEP 2

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Go to your assigned project area in the Smith or East Auxiliary Gym, locate your table number and set up your display. If you have a problem or need help, find a safety inspector (Orange T-Shirt). If you need tools such as, tape, tools, markers, pens, etc., for last minute repairs go to the Fix-It Table. ***Go to Step 3.***

### STEP 3

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After your project is set up, go to the Safety Check Table, sign-in and go back to your project where you will wait for a safety inspector (Orange T-Shirt). After the safety inspection is done, the safety inspector (Orange T-Shirt) will give you a coupon to redeem for your BASEF Goodie Bag. ***Go to Step 4.***

**Please Note: You cannot leave until your project is safety checked in case any corrections or changes are needed.**

### STEP 4

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Go to the Smith Gym to check in with the Life Touch Photo Table to have your BASEF photo ID card made. You must wear this nametag throughout the days of the fair. ***Go to Step 5.***

### STEP 5

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Go to the Smith Gym to redeem your coupon for your BASEF Goodie Bag at the Goodie Bag Table. ☺

***Failure to complete project check-in, set-up and approved safety inspection may result in your project not being judged at all.***



If you have any questions come to the ONSITE REGISTRATION DESK in the Smith Gym