



WAYNE COUNTY

• Chamber Of Commerce •

Wayne Education Network



Registration
Deadline
March 12, 2019



Need Power...
Don't Forget an
Extension Cord

2019 Middle School Career Fair

Workforce Investors:

City of Goldsboro

Housing Authority of the City of Goldsboro

Piedmont Natural Gas

The Maxwell Center

Friends:

Crown Screening

Franklin Baking Company

Wayne UNC Health Care

Hosted by:

The Wayne County Chamber of Commerce's Wayne Education Network

Career Fair Guidelines

Schedule

Date:	Wednesday, March 20, 2019
Set-up Day:	Tuesday, March 19, 2019 – 3:00 pm – 5:00 pm
Place:	The Maxwell Center
Time:	8:30 am – 12:50 pm
Groups:	Students will be divided into groups with 25 minutes per cluster

Set-up: 3:00 pm to 5:00 pm, Tuesday, March 19, 2019 and 7:00 am - 8:30 am, Wednesday, March 20, 2019. The **Career Fair opens at 8:30 am for students**. Therefore, **exhibitors need to arrive between 7:00 am and 8:15 am to set up booth, if not set up on Tuesday, March 19th**. If booth was set up on Tuesday, then exhibitor needs to arrive around 8:00 am to be ready for the first students who will arrive promptly at 8:30 am. A small hand truck will be available, but you may want to supply your own if you need to bring in large items. Special arrangements can be made for deliveries.

Driving Directions: The Maxwell Center is located on the corner of Wayne Memorial Drive and New Hope Road. Visit their website at <http://www.waynegov.com/740/Maxwell-Regional-Agricultural-Convention> for detailed directions.

Check-in: Please check in at the Exhibitor Registration Table located just inside the front entrance. You will receive an information package at the registration table. The package will contain Exhibitor Break Room Passes and information updates for the Career Fair.

Exhibitor Break Room: A break room will be provided for the exhibitors with water. A food truck will be onsite to allow for exhibitors to purchase breakfast, lunch, coffee, drinks and/or snacks.

Event: All Wayne County Public & Private School 8th Grade students have been invited to the Career Fair. Students will be escorted by Wayne County Public School staff in 3 groups every 75 minutes. Students will arrive at the Career Fair at 8:30 am and will continue through until 12:50 pm. Because the event will be over at 12:50 pm lunch will not be served.

Breakdown: Please **DO NOT** break down before 12:50 pm on Wednesday, March 20th. Arrangements need to be made for pick-up of equipment on Wednesday, March 20th before 5:00 pm.

Exhibit Area: Please complete the Exhibitor's Participation Form so we know if you need a table, how many chairs, electricity, etc. Otherwise there could be a delay in having your booth area ready for you to set up.

Table: Please indicate on the Exhibitor Participation Form if you require a table. Tables will be covered with a black table cloth and skirting.

Carpet: The event will be held at the Maxwell Center which is carpeted. Let us know if your exhibit might cause damage to the carpet or if you will bring heavy equipment with your display so that we can add protective covering to your area.

Electricity: Electricity is available. Please indicate on the *Exhibitors Participation Form* if you require it. **If you require electricity, you need to bring your own cords, adaptors and power strips.** We advise you to bring at least a 25 ft. extension cord if you require electricity. Please mark/label any equipment you bring to the Career Fair.

Extras: You may bring your own equipment and furnishings as long as you stay within the booth area. **All exhibitors are encouraged to provide an interactive exhibit or demonstration in their booth.**

Display: Displays must be contained within your area. No items may be placed on the floor next to or in front of the table that would block neighboring exhibits or attendee's path. All items and staff working must be contained within the appropriate exhibitor area.

Aisles are not to be used for exhibit purposes, displays or signs, solicitation or distribution of cards, circulars, samples or other promotional materials. Unwanted solicitation, including non-exhibitors who may be distributing circulars or resumes, should be reported to a Chamber staff person immediately. This conduct or any activity that is deemed disruptive to other exhibitors or attendees will not be permitted and should be reported to Chamber staff immediately.

Signs: A 12x18 poster will be created with your Business Name and the Career Cluster you will be representing at the event. Signs or other material may **NOT** be taped to the wall and no holes may be put into walls or floors. Signs must be professional, appropriate size and nature and displayed within the limits of the exhibit space. **Bring appropriate clips or other supplies to secure your signs/banners to the table.**

Noise: Please be mindful of other exhibitors and keep the noise to a minimum.

Internet: Wireless access will be available. The username and password will be included in the packet you will receive at check-in.

Backdrop: Booths will have pipe and drape as a backdrop.

Prohibited Items: Alcoholic beverages, tobacco products, personal firearms and other weapons are **NOT** allowed.

Event Attendance: Career Fair attendees are limited to all Wayne County 8th Grade students. While this event is NOT open to the general public, parents are encouraged to participate with their child/children or as volunteers.

Security: Security has been arranged with the Wayne County Sheriff's office. In addition, normal security will be provided by The Maxwell Center in the exhibit area prior to, during and after the event. The exhibitor area will be securely locked from 5:00 pm to 7:00 am each day.

Parking & Unloading: Exhibitors are asked to park in any area not designated as handicapped. If needed, the facility has a loading dock that enters into the main display area.

Liability

The Exhibitor agrees to protect, save and keep the Wayne County Chamber of Commerce, all presenters, sponsors, the County of Wayne and the Maxwell Regional Agricultural & Convention Center and their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor or the representatives, agents or those persons acting under the express or implied authority of the Exhibitor.

The Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Wayne County Chamber of Commerce, all presenters, sponsors, the County of Wayne and Maxwell Regional Agricultural & Convention Center.

The Exhibitor assumes complete responsibility and liability for all loss, damage or destruction of his/her property, employees, agents and representatives. The Wayne County Chamber of Commerce, all presenters, sponsors, the County of Wayne, and Maxwell Regional Agricultural & Convention Center, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of Exhibitors' property by accident or any other cause. The Exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the Exhibitor, its agents, representatives or employees.

The Exhibitor will indemnify and hold harmless the Wayne County Chamber of Commerce, all presenters, sponsors, the County of Wayne, and Maxwell Regional Agricultural & Convention Center, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the Exhibitor, its agents, representatives, employees or any other such persons.

All matters and questions not covered by these regulations are subject to the decision of the Wayne County Chamber of Commerce. The Chamber shall have sole authority to promulgate, interpret and enforce all rules and regulations and to make any amendment necessary for the orderly conduct of the Career Fair.



WAYNE COUNTY

•Chamber Of Commerce•

Wayne Education Network

2019 Middle School

Career Fair

Workforce Investors:

City of Goldsboro

Housing Authority of the City of Goldsboro

Piedmont Natural Gas

The Maxwell Center

Friends:

Crown Screening

Franklin Baking Company

Wayne UNC Health Care

Hosted by:

The Wayne County Chamber of Commerce's Wayne Education Network

Exhibitor Participation Form

Company Name: (Please print name as you wish it to appear in print)

Mailing Address: _____

City, State, Zip _____

Company Website: _____

Contact Person: _____ **Phone Number:** _____

Cell Number of Contact Person: _____

Contact Person's E-mail: _____

Describe the careers in your company that will be promoted and the portion of your presentation that will include an interactive and/or demonstration:

Please list all promotional Items to be distributed to students:

Exhibit Area: In order for us to have your booth ready for you to set up, we need to know what equipment you **do and do not** require in your booth area. You may use your own table, chairs, table cloth and skirting. If you would like us to provide the following, **please check the items you will need.**

_____ 8ft table _____ Electricity _____ No electricity _____ Chair (1 or 2) _____ Outside Exhibit

Career Cluster: Please select the Career Cluster your company will be promoting.

- | | |
|---|---|
| _____ Agriculture, Food & Natural Resources | _____ Human Services |
| _____ Architecture & Construction | _____ Hospitality & Tourism |
| _____ Arts, A/V Technology & Communications | _____ Government & Public Administration |
| _____ Business, Management & Administration | _____ Law, Public Safety, Corrections & Security |
| _____ Education & Training | _____ Manufacturing |
| _____ Finance | _____ Marketing, Sales & Service |
| _____ Information Technology | _____ Science Technology, Engineering & Mathematics |
| _____ Health Science | _____ Transportation, Distribution & Logistics |

If you have a free standing commercially made display backdrop, please indicate the size of the structure.
(Sample 8ft wide x 8ft tall x 5 ft deep): _____

Please initial

_____ I read the entire Middle School Career Fair guidelines and agree to uphold these guidelines and to keep my booth/table setup for the day that I have committed to attend. Contact Janet Brock at the Chamber (919) 734-2241, cell (919) 922-7406 or email janetb@waynecountychamber.com to assist you with questions.

Signature: _____ **Date:** _____

Please sign and return to:
Wayne County Chamber of Commerce
PO Box 1107
Goldsboro, NC 27533-1107
Or Fax: (919) 734-2247