

Registration
Deadline
March 31, 2023

2023

Wayne Education Network

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Extension Cord



An Opportunity for Wayne County Students to Explore Careers!

Career Fair Guidelines

Schedule

Date:	Thursday, April 6, 2023
Set-up Day:	Wednesday, April 5, 2023, between 3:00 pm – 5:00 pm
Place:	The Maxwell Center
Time:	8:45 am – 2:35pm
Groups:	8 th Grade Students will be divided into groups 10 th Grade Students will be divided into groups.

Set-up: 3:00 pm to 5:00 pm, Wednesday, April 5, 2023, and 7:00 am - 8:45 am, Thursday, April 6, 2023. The **Career Fair opens at 9:00 am for students**. Therefore, **exhibitors need to arrive between 7:00 am and 8:45 am to set up booth, if not set up on Wednesday, April 5th**. If booth was set up on Wednesday, then exhibitor needs to arrive around 8:45 am to be ready for the first students who will arrive promptly at 9:00 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 back loading dock 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, coffee, and snacks.

Event: All Wayne County Public & Private 8th and 10th Grade students have been invited to the Career Fair. Students will be escorted by Wayne County Public School staff in groups. A schedule showing the rotation and time of the schools participating will be emailed to registered businesses prior to the event.

Breakdown: Please **DO NOT** break down before 2:35 pm on Thursday, April 6th. Arrangements need to be made for pick-up of equipment on Thursday, April 6th 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 tablecloth 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 if 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 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 and 10th Grade students. While this event is NOT open to the public, parents are encouraged to participate with their child/children or as volunteers.

Lunch: Exhibitors will have a break between groups for lunch. Please note, The Maxwell Center only allows for food/drink in the facility that is purchased from the facility. Only food that is available in the on-site breakroom may be carried into the event.

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 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 The 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 The 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 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 The Maxwell Regional Agricultural & Convention Center, their members, directors, officers, agents, representatives, and employees against 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.



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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 given to the 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, tablecloth, 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 Group: Exhibitor tables will be placed together based on the groups that are shown below. Please select one Career group your company will be promoting. If you need additional tables in more than one group, please note which group and how many tables you will need in each.

<p><u>Group 1</u> Agriculture, Food & Natural Resources Education & Training Government & Public Administration Law, Public Safety, Corrections & Safety</p>	<p><u>Group 3</u> Business Management & Administration Finance Information Technology Marketing, Sales & Service</p>
<p><u>Group 2</u> Architecture & Construction Manufacturing Science Technology, Engineering & Mathematics Transportation, Distribution & Logistics</p>	<p><u>Group 4</u> Arts, A/V Technology & Communications Health Science Hospitality & Tourism Human Services</p>

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

Please initial.

_____ I read the entire 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 by calling (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
janetb@waynecountychamber.com
 Or Fax: (919) 734-2247