



2015 Middle School Career Fair

Presenting Sponsor:

Dr. W.W. Albertson & Dr. Kay H. Albertson

Platinum Sponsor:

City of Goldsboro

Piedmont Natural Gas

Willow Creek Nursing & Rehabilitation Center

Silver Sponsors:

Franklin Baking Company

King Entertainment

Wayne Community College

Wells Fargo Bank

Hosted by:

The Wayne County Chamber of Commerce's Wayne Education Network

A Partnership with:

Wayne Charitable Partnership, Inc.

Wayne County Public Schools

Wayne Community College

Wayne County Development Alliance

Wayne County Public Library

Partnership for Children of Wayne County, Inc.

University of Mount Olive

Seymour Johnson Air Force Base

Career Fair Guidelines

Schedule

Date:	Tuesday, March 3, 2015
Set-up Day:	Monday, March 2, 2015 – 3:00 pm – 5:00 pm
Place:	Goldsboro Family YMCA
Time:	Tuesday, March 3, 2015 – 8:00 am – 2:00 pm
Groups:	Students will be divided into groups with 15 minutes per cluster

Set-up: 3:00 pm to 5:00 pm, Monday, March 2, 2015 and 7:00 am - 8:00 am, Tuesday, March 3, 2015. The Career Fair opens at 8:00 am for students. Therefore, exhibitors need to arrive between 7:00 am and 7:45 am to set up booth if not set up on Monday, March 2nd. If booth was set up on Monday, then exhibitor needs to arrive around 7:30 am to be ready for the first students who will arrive promptly at 8:00 am. A 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 Goldsboro Family YMCA is located at 1105 Parkway Dr. Goldsboro, NC. Visit the Chamber's website at www.waynecountychamber.com, click on the Connect & Engage then select Membership Directory and search Goldsboro Family YMCA for detailed directions.

Check-in: Please check in at the Exhibitor Registration Table at side entrance of Goldsboro Family YMCA. You will receive an information package at the registration table. The package contains Exhibitor Break Room passes, and information updates for the Career Fair.

Exhibitor Break Room: A break room will be provided for the Exhibitors. A light breakfast, lunch, drinks and snacks will be provided. Your exhibitor pass is also your lunch ticket for the day. Do not lose this pass!

Event: All Wayne County Public & Private School 8th Grade students have been invited to the Career Fair. Students will be escorted by school staff in 3-4 groups every 75 minutes. Students will arrive at the Career Fair at 8:00 am and will continue through until 2:00 pm.

Breakdown: Please **DO NOT** break down before 2:00 on Tuesday, March 3rd. Arrangements need to be made for pick-up of equipment on Tuesday, March 3rd before 5:00 pm.

Exhibit Area: Please complete the Exhibitor's Information 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. Exhibit areas will be assigned by the Career Cluster you have specified on the Exhibitor's Information Form. There will be an outside exhibit area if needed for large displays, such as vehicles.

Table: Please indicate on the Exhibitor Information Form if you require a table. Tables will not be covered. Please plan to bring a cloth to cover your table.

Carpet: The event will be held in the Goldsboro Family Y gymnasium and therefore, is not carpeted. You will need to supply your own carpet or padding in your booth, if you so desire. Heavy equipment may require additional protective covering for the flooring.

Electricity: Electricity is available. Please indicate on the *Exhibitors Information 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 50 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 businesses are encouraged to provide an interactive exhibit or demonstration in their booth.** Please keep in mind your audience is 12-14 years of age.

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: You may use your own sign or banner if you prefer. 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.**

Name Tags: Name tags will be provided but exhibitors may wear their company logo tag, also.

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

Internet: Wireless access is not available.

Back Drop: None of the booths will have pipe and drape as a back drop.

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

Food Vendors: Food Vendors must be self-sufficient; there is no refrigeration and no cooking allowed in the facility.

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 have been encouraged to participate with their children or as volunteers.

Promotional Items: The students attending the event will be returning to school immediately after the Career Fair. With this in mind we are discouraging exhibitors from distributing promotional items. Although we are strongly encouraging the distribution of literature pertaining to your organization. Food can be used for demonstration purposes only, not for distribution to the students. In support of ending obesity in youth, we strongly discourage candy or other food products as give-away items.

Permit to Sell: Exhibitors are not allowed to sell items at the Career Fair.

Security: No extra security has been arranged. Normal Goldsboro Family YMCA security will be provided 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 on the designated grassy area once unloading is complete. The paved parking lot is for the YMCA patrons on this date. Thank you for adhering to this request. A map is attached.

Liability

The Exhibitor agrees to protect, save and keep the Wayne County Chamber of Commerce, all presenters, sponsors and Goldsboro Family YMCA 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 and Goldsboro Family YMCA.

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 and Goldsboro Family YMCA, 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 and Goldsboro Family YMCA, 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 Middle School 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: _____

Company General E-mail: _____

Company Fax Number: _____

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 Booth

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 back drop please indicate the size of the structure.
(Sample 8ft wide x 8ft tall x 5 ft deep):

Exhibitor Break Room Pass:

Exhibitor Break Room Passes are included with your registration. If you have others who will be using the break room for drinks, snacks or lunch during the day from 7:30 am to 2:00 pm, please let us know how many will be in your group.

Exhibitor Name Tags:

Please print the first and last name of all individuals attending below. Please attach a separate sheet if you have additional names.

_____	_____
Name	Name
_____	_____
Name	Name

.....
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. Return registration form immediately. 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