EXHIBITOR/PRESENTER
Information Packet

CAREER EXPO:
Discover the new face of manufacturing

October 3, 2014 - Myers Center Multipurpose Auditorium, Gaston College - Dallas
CAREER EXPO
Discover the New Face of Manufacturing

Advanced Manufacturing Expo highlights career and education opportunities for high school students and the community

The Advanced Manufacturing Industry partners and Gaston County Schools will host a career expo for high school students to learn about manufacturing careers and employment opportunities in Gaston and Lincoln Counties. The Career Expo: Discover the New Face of Manufacturing will be held on Friday, October 3, 2014 from 11:30 am to 3:30 pm at the Gaston College Myers Center Multipurpose Auditorium, 201 Hwy 321 South, Dallas, North Carolina. The event is open to Gaston County high school students from 11:30 am to 2:30 pm and to local college students from 2:30 to 3:30 pm.

The career expo is designed to help close the gap between skill sets needed for advanced manufacturing jobs and the education and training level of the current and incumbent workforce.

Industry and school partners feel it is critical that high school and college students get exposure to career and education opportunities to recruit and train a future pipeline of workers for key advanced manufacturing industries in the region.

The event is sponsored by the Gaston Regional Chamber, Gaston Career Climb, Gaston College, Gaston College Foundation, Gaston County Schools, and local businesses.

For more information on Exhibitor participation, please contact Cindy Easterday, Co-Chairman of the Logistics Committee for Career Expo 2014, at 704.951.2443 or Cindy.Easterday@amefirm.com.
CAREER EXPO
Discover the New Face of Manufacturing

Friday, October 3, 2014
11:30 am – 3:30 pm
Gaston College Myers Center Multipurpose Auditorium
201 Hwy 321 South • Dallas, NC

Please call Cindy Easterday at 704.951.2443, or Claudette Argabrite at 704.853.5328, ext. 220, with any questions regarding the event. Registration forms may be emailed to cindy.easterday@amefird.com or faxed to 704.951.2538 by September 19, 2014. A light lunch and refreshments will be provided.

Date: _______________________________________________________________________________

Business/Exhibitor/Presenter Name: __________________________________________________________________________________________

Contact Person: __________________________________________________________________________________________

Phone: ___________________________  Cell: ___________________________

Fax: ___________________________  Email: ___________________________

Number attending from your business: ______

Names of those who will be representing your business: ____________________________________________________________
____________________________________________________________________________________

I will need:  □ Electrical (110v only)  □ Wi-Fi  □ Other________________________

□ I would like to reserve one (1) 10’x10’ booth at NO CHARGE (includes 1 - 6’ table, pipe/drape, 2 chairs)

□ I would like to reserve an additional 10’x10’ booth. How many? ______ x $50 ea. = $_______

□ I would like to give an in-kind donation to be used for door prizes. List prizes: __________________________________________________________

I would like to be an Event Sponsor for:

□ $250 – Your Company Name in event program

□ $500 - Your Company Name included in publicity on the day of the event and on scrolling PowerPoint across large screens in Multipurpose Auditorium

□ $1,000 – Your Company Name or Logo on all marketing materials prior to the event and the day of the event including: event program, e-mail blasts, highlight on the Gaston Regional Chamber’s website, scrolling PowerPoint across large screens in auditorium, media exposure (TV, newspaper and radio), PSA’s, electronic billboard on I-85 at Pharr Yarns.

I agree to participate in Career Expo 2014 in the capacity stated above.

_______________________________________________________
Exhibitor/Presenter/Panelist’s signature:

A light lunch, snacks and beverages will be provided for exhibitors on-site. Please indicate any dietary restrictions: __________________________________________________________
Checks should be made payable to:
The Gaston Regional Chamber

Mail checks to:
Cindy Easterday
American & Efird LLC
24 American Street
Mt. Holly, NC 28120.

Bring or mail in-kind donations to:
Cindy Easterday by September 19, 2014

For WSAT use only
Registration received/approved: ______________________
Donated door prizes: ________________________________
Total Amount Paid: $ __________________________
Date: __________________________________________
WSAT Representative: ____________________________
Payment
Booth reservations are subject to revocation if additional booth fee is not paid in full by September 19, 2014. Checks should be made payable to: The Gaston Regional Chamber. There is no charge for a Standard 10’x10’ Exhibitor Package.

Booth Space
- Your booth space includes 1 - 6 foot table, pipe and drape, and 2 chairs.
- Make your booth interesting
  - A sparse booth is a boring booth. We are looking for employers to set up Interactive booths to showcase their advanced manufacturing to participants.
  - Offer Complimentary Goodies and Giveaways at your booth
    - You might consider offering chocolates, mints, pens or other promotional items to get the students, parents, and public to your booth. Get more creative than just placing items in a dish for giveaway; offer it with outstretched hands and eye contact so that interaction is inevitable.

Table Cloths
Table cloths are not provided by Gaston College. You will need to bring your own table covering.

Internet Connection
Free Wi-Fi access will be available to you.

Electricity
If you will require electricity in your booth, please note that on your registration form. The outlets are 110V only. Extension cords are not provided; you will need to bring your own.

The Day of the Event
Directions to the Gaston College Myers Center Multipurpose Auditorium:
It is located at 201 Hwy 321 South, Dallas, NC 28034.
From Charlotte, head west on I-85 South toward Gastonia. Take exit 17, US-321 N (N. Chester Street). Turn left onto 321. Take exit for C. Grier Beam Blvd. Turn left onto C. Grier Beam Blvd. The entrance to the college will be straight ahead. Follow event signs for special event parking.

Check-in and Set-up
The Multipurpose Auditorium will be open to vendors from 3:00-5:00 pm on October 2, and from 9:00-10:00 am on October 3, for exhibitors to set up booths and exhibits. Vendors with complex exhibits requiring longer installation times should contact Claudette Argabrite at 704.853.5328, ext. 220 to schedule early entrance arrangements. All booths must be set up and vendors in place by 10:00 am. The doors open to the students at 11:30 am.

Loading and Unloading
Exhibitors may unload their displays at the Multipurpose Auditorium’s loading dock and/or ramp in the rear of the Myers Center building, following instructions by the College and/or event staff. After unloading, exhibitor’s vehicles must be promptly removed from the loading area. There will be no staff or equipment provided by the College to help with loading and/or unloading.

Parking and Check-in
On-site parking is available in parking Lot F. Bring your signed vendor contract, if you haven’t turned it in previously.

Adherence to Facility Rules and Regulations
Enclosed is a copy of the Rules and Regulations for the Gaston College Multipurpose Auditorium. All Exhibitors, and representatives on behalf of the Exhibitors, are required to adhere to these regulations.

All vendors are strongly encouraged to stay the entire length of the expo to allow both high school and college students to benefit from learning about manufacturing from the perspective of your business.
CAREER EXPO
Exhibitor Agreement

After your Registration has been approved, you must complete the Exhibitor Agreement below and return it to Cindy Easterday. This document MUST be on file **10 working days prior to the event** (September 19, 2014) or your booth reservation may be revoked.

Date: _______________________________________________________________________________________

Exhibitor Name/Contact Person: __________________________________________________________________

Business type: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole proprietor
☐ Other_______________________________________________________________

Address: ____________________________________________________________________________________

City: ___________________________________________ State: __________________ Zip: ________________

Phone (Primary Contact): _______________________  Cell: ________________________________________

Email:_______________________________________  Website: ____________________________________

____________________________________________________________________________________________

Business Categories:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Exhibitor Contact (print)

____________________________________________________________________________________________

Exhibitor Signature

By signing above, exhibitor’s representative warrants that he or she has full authority to obligate the exhibitor to all terms and conditions of the contract AND that the exhibitor agrees to all of the rules and regulations set forth in the vendor packet.

**Terms and conditions:** In consideration for use of facilities, the exhibitor agrees to hold Gaston College harmless for any damages, including legal and defense costs, acts or incidents that occur as a result of the event held. Further, exhibitor assumes all liability for specific losses arising from the event listed above and releases Gaston College from any liability for losses arising from that event (bodily injury and/or property damage). This agreement applies to all employees, agents, subcontractors and volunteers of exhibitor. Exhibitor is entitled to access to referral listings database when account is current. Exhibitor agrees that referral listings and database access are provided only for exhibitor’s own use. Any distribution or disclosure of the listings, database or any of their contents to any person other than the exhibitor or its employees is prohibited and subject to civil penalties.

**Proof of Insurance:** The exhibitor must provide Gaston College with evidence of insurance prior to use of the Myers Center Multipurpose Auditorium. Minimum coverage is required in the amount of $300,000 bodily injury liability, $100,000 property damage, or $500,000 combined coverage and must be submitted along with the exhibitor agreement.
CAREER EXPO
Facility Guidelines for
Gaston College Myers Center Multipurpose Auditorium

**HOUSEKEEPING:** Housekeeping is provided by College staff based upon the assessed requirements for the event.

**SECURITY:** Security is provided by College staff based upon the assessed requirements for the event.

**AISLES AND EXITS:** Aisles and exits must remain clear of equipment and exit signs must be visible at all times.

**SMOKING AREAS:** All college facilities are smoke-free and tobacco-free.

**INSURANCE:** The College requires that all users have insurance protection for themselves and their audiences. The user must provide the College with evidence of insurance prior to any use. Minimum coverages:

- $300,000 bodily injury liability
- $100,000 property damage
- or
- $500,000 combined coverage

**COLLEGE PROPERTY:** No alterations may be made to College property unless authorized and specified in the rental contract.

**POLICIES:** Users must be in compliance with Gaston College policies and procedures and the laws of North Carolina.

**DAMAGES/LOSS:** Users will be responsible for loss or damage to facilities and property caused by negligence or misuse.

**ALCOHOL:** The possession and use of alcoholic beverages on the Gaston College campus is permitted under such conditions as the Board of Trustees and/or President may determine. Possession and consumption of alcoholic beverages must be consistent with local, state, and federal laws.

**REMOVAL OF PROPERTIES:** Users must remove all items or properties immediately upon the conclusion of the event. Unclaimed items will be disposed of after that time.

**ANIMALS:** No animals are allowed in campus facilities, except for assistance dogs for the visually impaired.

**OPEN FLAME:** No open flame is allowed in campus facilities, i.e., candles, pyrotechnics, etc.

**DECORATIONS:** Nothing is to be taped to any surface of campus facilities. No screws or nails are to be driven into any part of the facility rented.

**PARKING:** Parking is available throughout campus. Parking Lots E & F are most convenient to the Myers Center Multipurpose Auditorium. Please utilize designated student spaces.

**LOADING AND UNLOADING:** Load and unload at the traffic circle in Lot F. The Myers Center can be accessed at the North entrance.

**INSPECTION:** A pre-inspection and post-inspection is conducted for of all auditorium rentals. The pre-inspection will ensure all setup requests have been completed. The post-inspection will document any damage to the facility as well as communicate any extra charges incurred.

Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.