



30 January 2019

Dear Sampson County Industry or Business Owner:

Over the past several months, many of Sampson County's industry managers and human resource directors; as well as the owners and managers of local businesses and public-sector agencies have contacted our respective organizations seeking assistance in their efforts to recruit potential employees to fill a variety of job positions.

To assist local industry and the business community, the Sampson County Exposition Center, Sampson County Economic Development Commission, NC Department of Commerce's Sampson County Work Force Career Center, Triangle South Workforce Development Board and the Clinton-Sampson Chamber of Commerce will be hosting the 4<sup>th</sup> *Annual Sampson County Job Fair* aimed at bringing employers and potential employees together.

This year's event will be held on Saturday, March 30, 2019 from 9:00 am until 12:00 pm at the Sampson County Exposition Center, 414 Warsaw Road, Clinton, NC. The marketing theme will be "Cultivate Your Career," with a main goal of attracting potential employees for Sampson County industry, business and public-sector agencies. The event will be advertised within a 50-mile radius through a variety of media outlets in Sampson, Wayne, Duplin, Bladen, Cumberland and Harnett counties as well as on Facebook and other social media outlets.

Please accept this as your official invitation to participate in the 4<sup>th</sup> *Annual Sampson County Job Fair*. Registration fees for 2019 will remain at \$150 per booth. All booth registration fees are used to directly advertise and market the event to potential employees. Pipe and Drape will be provided for each booth space which will be 10' wide by 8' deep, and will include one 8' table, two chairs and a booth sign. In effort to keep registration fees low, table linens and electrical outlets are not included in the registration fee. Table linens and electrical outlets are available for an additional fee.

Enclosed you will find a Job Fair Information Packet containing details about the event along with the appropriate Registration Forms. We ask that you please, review this information at your earliest convenience. The deadline to reserve your space is **Wednesday, February 27, 2019**. (Please note: we must adhere to this deadline to ensure that we can meet all marketing and advertising deadlines.) If you should have any questions, please contact Ray Jordan at 910-592-6451.

Sincerely,

Ray Jordan, Executive Director, Sampson County Exposition Center  
Allison Strickland, Executive Director, Clinton-Sampson Chamber of Commerce  
John Swope, Executive Director, Sampson County Economic Development Commission  
Sandra Webster, Career Center Manager, NC Works Career Center

# 4<sup>th</sup> Annual Sampson County Job Fair “Cultivate Your Career”

Saturday, March 30, 2019

## EXHIBITOR INFORMATION

Sampson County Exposition Center  
414 Warsaw Road  
Clinton, North Carolina 28328  
(910) 592-6451

Sponsored by



*Perfectly Positioned.*



# Sampson County Job Fair

## Saturday, March 30, 2019

### **BUILDING INFORMATION**

Prestage Hall Freight Door.....18' wide x 18' high	Prestage Hall Floor.....Concrete
Prestage Hall Lobby Doors.....6' wide x 7' high	Prestage Hall Ceiling Height....22'
Parking Spaces.....449	

**Booth Registration Deadline – Wednesday, February 27, 2019**

### **EXHIBIT SPACE RATES**

INCLUDES: Prestage Hall, Prestage Hall Lobby and Corridor

One-10' Wide x 8' Deep Booth Space.....\$150.00 Each  
Two or More-10' Wide x 8' Deep Booth Spaces.....\$125.00 Each

Each Indoor Booth Space includes:

- 8' high Pipe and Drapе Back Drop
- 3' high Pipe and Drapе Side Dividers
- 1 8' Table and two Chairs (no linens)
- Standard Company Sign
- Two Exhibitor Badges per Booth Space

Exhibit booth space is available on a first come first served basis. Every effort to honor requests from exhibitors regarding booth space assignment; however, show sponsor reserves the right to make exhibit booth assignments to best utilize booth space within the facility.

### **Show Information**

- Show/Event Date:** Saturday, March 30, 2019
- Show Hours:** 9:00 am until 12:00 pm (Hours Open to Public)
- Event Location:** Sampson County Exposition Center  
414 Warsaw Road  
Clinton, North Carolina 28328
- Show Admission:**  
The Sampson County Job Fair is FREE and open to the public and is expressly designed to bring Sampson County Employers together with potential employees. The job fair will be marketed to a 50-mile radius of Clinton/Sampson.

## **5. Move-in and Move-out Schedule for Exhibitors:**

**LOAD-IN HOURS:** For the convenience of event participants there will be two designated times to load-in booth or exhibit materials.

**FRIDAY, March 29, 2019**

**3:00 pm until 6:00 pm** – The Expo Center will be accessible to event exhibitors/participants from 3:00 pm until 6:00 pm.

**SATURDAY: March 30, 2019**

**7:00 am until 8:30 am - SHOW DAY MOVE IN** – Exhibitor Load-in; Exhibitors must be completely set-up by 8:30 am on Saturday, March 30, 2019, ready for the 9:00 am opening to event attendees.

**MOVE-OUT HOURS:**

**12:00 pm until 3:00 pm – Saturday, March 30, 2019**

*Move-out must be completed by this time.*

It is a strict policy that no exhibits be dismantled or unmanned, or equipment removed from the exhibit halls until the close of the show at 12:00 pm on Saturday, March 30, 2019. Exhibitors violating this rule will forfeit future participation.

Note: Event Sponsors urge exhibitors to secure small items in their exhibit booth. Items, merchandise or equipment left at the exhibit should be locked, boxed, crated, properly marked, stored and/or secured. Show sponsors are not responsible for stolen or missing items.

## **6. Registration for Exhibitors:**

Exhibitors are required to register and wear exhibitor ID badges to enter exhibit areas before, during and after show hours. Exhibitor registration will be located in the office of the Sampson County Exposition Center on Friday, March 29, 2019 from 3:00 pm until 6:00pm and on Saturday, March 30, 2019 from 7:00 am until 8:30 am.

## **7. General Information on Exhibit Halls: (Heritage Hall)**

The floors in Heritage Hall and Corridor Halls are of concrete construction with both commercial carpeting and floor tile. Weight load is generally unlimited, and access is by hand or truck dollies only. (No access is available via forklift for this event) Floors must be protected from scars, paint, traction damage, spills, etc. Nothing may be fastened or nailed to walls.

## **8. Concessions:**

Concessions will not be offered during this event to the public; however, complimentary coffee, juice, water and croissants will be available for Employers participating in the Job Fair and will be set up in the Small Kitchen adjacent to the Heritage Hall.

## **9. Electrical Services:**

One standard 110-volt receptacle is available upon order and can be provided to each indoor booth space. Exhibitors requiring electrical services should order such service in advance. The show staff will make every reasonable effort to honor such requests. Electrical services must be ordered in advance by Wednesday, February 27, 2019. Show management cannot guarantee that all electrical services requested by exhibitors will be available beyond this date.

- 10. Telephone Services:** Cellular telephones typically work well in exhibit halls.
- 11. Internet Services:**  
FREE Wireless Internet is available throughout the Sampson County Expo Center. (Connect to the Wi-Fi identified as “AgriExpo Guest” no access code is required.)
- 12. Water and Gas Services:**  
Not applicable for this event.
- 13. Official Show Decorator:**  
Order forms for decorator services including linens, electrical services, booth trashcans, carpet, and additional tables and chairs are included in the exhibitor kit. Any items requested must be ordered on or before Wednesday, February 27, 2019.
- 14. Show Shipments and Drayage Service:**  
Not applicable for this event. If this service is needed contact the Sampson County Exposition Center at 910-592-6451.
- 15. Publicity:**  
The Sampson County Job Fair will be advertised extensively within a 50-mile radius through a variety of media outlets in Sampson, Duplin, Bladen, Wayne, and Harnett counties and in social media outlets. Posters and marketing information will also be provided to Sampson Community College, James Sprunt Technical College and Mount Olive College.
- 16. Show Program:**  
Not applicable for this event. However, a listing of all industry, business and other agencies along with available job types will be made available to all attendees at the main entrance upon arrival.
- 17. Hotel Information:**  
There are several area motels and bed and breakfast establishments in close proximity to the Sampson County Exposition Center. A list of motels is available by contacting the Sampson County Convention and Visitors Bureau at 910.592.2557 or by visiting: [www.visitsampsonnc.com](http://www.visitsampsonnc.com).
- 18. Security**  
Not applicable for this event.
- 19. Safety**  
It is the responsibility of each exhibitor to secure booth contents as to insure public safety.
- 20. Inclement Weather**  
There will be no cancellation of the Sampson County Job Fair due to inclement weather. No refunds will be issued due to inclement weather.

## **SHOW RULES, REGULATIONS & OTHER INFORMATION**

- Please do not transfer electrical outlets from one booth to another.
- Booth curtains will not support more than 10 lbs.
- Exhibitors wishing to hang items on pipe and drape may request hooks from the Exposition Center staff.
- Please do not remove any items from the building supplied by the Sampson County Exposition Center.
- Exhibitors that require the use of a private area for consulting with potential employees may use the Bennett-Allen Board Room or other spaces as designated. These areas will be available for brief meetings on a first-come basis. Please limit use of this room as to accommodate each the needs of all participants.
- An area will be designated to allow potential employees the opportunity to complete applications. This area will contain tables and chairs and is available on a first-come-first served basis.
- Copier services will be available. The cost per copy is \$.25/copy.

# 4<sup>th</sup> Annual Sampson County Job Fair Registration Form

\*Company Name: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ \*Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_ \*Email: \_\_\_\_\_

Website: \_\_\_\_\_

## \*Required Information

\*Participating Staff (Names for Event Nametags - Use additional pages as necessary)

_____	_____
_____	_____
_____	_____

I/We are seeking to fill the following type positions: (Use additional pages as necessary and provide as much detail as possible regarding available positions)

\_\_\_\_\_  
\_\_\_\_\_

### Booth Reservation Form: (Fill in or check those that apply.)

\_\_\_\_ One (1) 10' x 8' Booth Space at \$150.00 \$ \_\_\_\_\_

\_\_\_\_ Two (2) or more 10' x 8' Booth Spaces at \$125 each \$ \_\_\_\_\_

Total Fee for Exhibit Booth pace \$ \_\_\_\_\_

**Payment Method:** Cashier's Check: \_\_\_\_\_ Company Check: \_\_\_\_\_ MasterCard: \_\_\_\_\_

Visa: \_\_\_\_\_ AMEX: \_\_\_\_\_ Discover: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature required \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

*To protect CC information, you may call 910.592.6451 to make payment via credit card.*

Please return this application/contract with total payment for exhibit space. Space assignments will not be made until payment is received. Your payment will be refunded only if space is not assigned. **Deadline for applications: Wednesday, February 27, 2019.** No applications will be accepted after deadline. I AGREE TO ABIDE BY SHOW RULES, REGULATIONS AND POLICIES:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make checks payable to: Sampson County**

**Remit to: 414 Warsaw Road, Clinton, NC 28328**

# OFFICIAL DECORATOR SERVICES ORDER FORM

## Sampson County Job Fair

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Email: \_\_\_\_\_

Quantity Ordered	Description	Cost	Total
	Electrical Outlet (Each)	\$10.00	
	Table Linen (Each)	\$15.00	
	Carpet 9 x 10 ( ) Grey ( ) Burgundy	\$35.00	
	Carpet 9 x 20 ( ) Grey ( ) Burgundy	\$65.00	
	Waste Basket with liner	\$5.00	
	Additional Fixed Chairs	\$3.50	
	Additional Table 8' (with white linen)	\$20.00	
	Booth Spotlights (2 Installed)	\$20.00	
	220 volt Receptacle	\$ 30.00	
<b>NOTE:</b> Show representatives make no guarantee to the availability		<b>SUBTOTAL</b>	
of any specific item. All items are rental items and if damaged or		<b>7% NC Sales Tax</b>	
lost will be billed to you at replacement cost. FMI: 592-6451		<b>TOTAL</b>	

**ALL ORDERS MUST BE RECEIVED WITH PAYMENT BY FEBRUARY 27, 2019**

MAKE CHECK PAYABLE TO: Sampson County Expo Center REMIT TO: 414 Warsaw Road, Clinton, NC 28328

Payment Method: Company Check: \_\_\_\_ Cashier's Check: \_\_\_\_

MasterCard: \_\_\_\_ Visa: \_\_\_\_ AMEX: \_\_\_\_ Discover: \_\_\_\_

AMEX: \_\_\_\_ Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

To protect CC information, you may call 910.592.6451 to make payment via credit card.



# Heritage Hall

