



## 2018 STEM Fair

Presenting Sponsor:

County of Wayne

Tri County Electric Membership Corp.

Platinum Sponsor:

The Maxwell Center

Hosted by:

Wayne County Chamber of Commerce's Wayne Education Network

## STEM Fair – Student Exhibitor Guidelines

### Schedule

<b>Date:</b>	Thursday, March 7, 2018
<b>Place:</b>	Maxwell Regional Agricultural & Convention Center
<b>Time:</b>	8:30 am – 12:55 pm
<b>Groups:</b>	Students will be divided into groups with 25 minutes per cluster
<b>Snow Date:</b>	In the event of snow, the STEM Fair will be rescheduled for Thursday, March 14 <sup>th</sup>

**Set-up:** 3:00 pm - 5:00 pm, Wednesday, March 6, 2018 and 7:00 am - 8:30 am, Thursday, March 7, 2018. The STEM Fair opens at 8:30 am for students on Thursday, March 7<sup>th</sup>. Therefore, exhibitors need to arrive between 7:00 am and 8:15 am to set up booth if not set up on Wednesday, March 6<sup>th</sup>. If table was set up on Wednesday, then exhibitor needs to arrive around 8:15 am to be ready for the first students who will arrive promptly at 8:30 am. Contact Janet Brock at the Wayne County Chamber of Commerce if you need to make special arrangements for deliveries.

**Driving Directions:** The Maxwell Regional Agricultural & Convention 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 STEM Fair.

**Exhibitor Break Room:** A break room will be provided for the exhibitors. A light breakfast, lunch, drinks and snacks will be provided. STEM Fair T-Shirts will be provided for the students exhibiting at the STEM Fair. The T-Shirt is also the student's lunch ticket for the day. They must wear the T-Shirt throughout the event!

**Event:** All Wayne County Public & Private School 7<sup>th</sup> Grade students have been invited to the STEM Fair. Students will be escorted by Wayne County Public School staff in 2 groups every 75 minutes. Students will arrive at the STEM Fair at 8:30 am and will continue through until 12:50 pm. An Awards Ceremony will be held for the student exhibitors at 1:00 pm, lunch will be served.

**Breakdown:** Please **DO NOT** break down before 12:50 pm on Thursday, March 8<sup>th</sup>. Arrangements need to be made for pick-up of equipment on Thursday, March 8<sup>th</sup> 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.

**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 at the Maxwell Center which is carpeted. Let us know if your project 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 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 25 ft. extension cord if you require electricity. Please mark/label any equipment you bring to the STEM 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 Project Title and your school name to be displayed at your table. 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. No Stickers.**

**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:** None of the 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:** STEM Fair attendees are limited to all Wayne County 7<sup>th</sup> Grade students. While this event is NOT advertised as 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 Regional Agricultural & Convention Center 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 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 STEM Fair.



**Deadline for Entries**  
**February 7, 2018**

**2018 STEM Fair**  
**Student Exhibitor Entry**

*(Form to be completed by Teacher/Adult Project Advisor. Please complete one entry form per project.)*

**\*\*\* All schools grade 3-12 are eligible to participate \*\***

**Project Title:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Name of Teacher/Adult Project Advisor:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell Number of Contact Person:** \_\_\_\_\_

**All student exhibitors will be given a STEM Fair T-Shirt to wear at the event. This will aid us in lunch and will allow the students to stand out from the visiting 7<sup>th</sup> grade students. Please complete the form below so that we can order the correct size T-Shirts for all exhibiting students.**

<i>Student Name</i>	<i>T-Shirt Size</i>								<b>Other</b>
	<b>Adult</b>				<b>Children's</b>				
	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	

**Briefly describe the project that you will be exhibiting: (If necessary, use a separate sheet of paper)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.**

\_\_\_\_\_ 4 ft table    \_\_\_\_\_ Electricity    \_\_\_\_\_ No electricity    \_\_\_\_\_ # Chair (1 or 2)

If you have a free standing commercially made display backdrop please indicate the size of the structure.  
(Sample: 4ft wide x 8ft tall x 5 ft deep): \_\_\_\_\_

**Please initial**

\_\_\_\_\_ I read the entire STEM Fair guidelines and agree to uphold these guidelines. Return registration form immediately. Contact Janet Brock at the Chamber (919) 734-2241 or email [janetb@waynecountychamber.com](mailto:janetb@waynecountychamber.com) 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**

**Deadline for Entries**  
**February 7, 2018**



## Chamber of Commerce of Wayne County, Inc. STEM Fair Project, Web, Photo and Video Release Form

*(One form to be completed by each student participating in the STEM Fair)*

The Chamber of Commerce of Wayne County, Inc. uses video footage, photographs, slides, or other illustrations of individuals participating in the annual Wayne Education Network STEM Fair for many purposes. This event may include student work, or student projects which may be used in educational displays or posted on the [www.waynecountychamber.com](http://www.waynecountychamber.com) or [www.wayneeducationnetwork.org](http://www.wayneeducationnetwork.org) websites. It may also be used in other publications that will be viewed by the general public. If an individual photo of a student is used on either website, the full name of the student will not be used. Photos, video, student statements, or published projects may also be used in subsequent years following the year of origination.

---

As the parent/guardian of the student named below:

\_\_\_\_\_ Permission is hereby granted for individual photographs, videos or other images of my daughter/son to be used on the Chamber of Commerce of Wayne County, Inc. and Wayne Education Network sponsored web pages, publications or events and includes the use of any project or classwork created by my child for purposes deemed appropriate by the Chamber of Commerce of Wayne County, Inc.

\_\_\_\_\_ I do not grant permission for individual photos of my daughter/son to be used by the Chamber of Commerce of Wayne County, Inc. or the Wayne Education Network.

Student Name (print): \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This completed form must be returned with the Student Exhibitor STEM Fair registration form.**