#### Code of Ethics & Exhibitor Guidelines for Ed-Op Programs:

- Arrive early to the fair and staff your booth during fair hours
- Dress to best represent your school
- Check in with the coordinator of the college fair in order to locate the table, space, or booth you have been assigned.
- Stay for the entire program. CACRAO and/or the college fair host may follow up with the leadership of your institution should you be absent without notification. Representatives should notify the host contact or Scheduling Committee member who organized the week should you be unable to attend.
- One official representative is considered adequate. If more than one representative is needed, those present must confine all activities to the assigned space.
- Recruitment is restricted to the parameters of the booth. Standing in front of your table is not permitted; representatives are to remain behind their assigned table during fair hours.
- Allow students to approach your table of their own accord. Calling to or directing students to your table is not permitted.
- Displays cannot exceed or obstruct the view of adjacent booths and prevent the representative from standing behind their table. Floor displays are not permitted. Objects such as balloons are also not permitted.
- Laptops and iPads are permitted for visual use only, audio is not permitted. Technology such as this should not interfere with other exhibitors.
- Promotional giveaways (including raffles and drawings) are strictly prohibited. Distributed educational information must be limited to printed materials which are accurate, tasteful and pertain to the college or university. Handouts such as key chains, pens, pennants, balloons, balls, plastic bags, food and candy are not permitted.
- Applications for admission may be distributed, but not completed or returned at Ed-Op Programs. Offering on-site admission is also not permitted.
- Be courteous to other exhibitors and fair attendees. CACRAO members should display the highest levels of decorum and avoid any unprofessional behavior that would disgrace the CACRAO organization or that would infringe upon the rights of their fellow members. A professional demeanor should always be maintained with both students and colleagues.
- Cell phones, Bluetooth devices, and iPhones should be turned off and stored for the duration of the Ed-Op Program.
- Assist college fair coordinators by completing all evaluations and return them to the designated official at the conclusion of the fair.
- CACRAO member institutions may host Ed-Op Programs only with prior approval from either the NC or SC Scheduling Committees. In the event that the Scheduling Committee feels it is necessary to hold a program at a member institution, the following policies apply:
  - The host institution will participate on an equal standing with all other institutions and no special incentives will be offered for students.
  - o Refreshments (if provided) should be for college representatives only.
  - Hosting institutions are not obligated to accommodate representatives who did not receive a specific invitation, did not respond to an invitation, or did not submit a required participation fee.

#### Failure to adhere to these guidelines will result in your institution being asked to vacate your assigned space and the Educational Opportunity Fair. Colleges and Universities exhibiting in CACRAO' Fairs are expected to adhere to CACRAO's Principles of Good Practice.

#### Week Coordinator:

Amy Denton, CFNC (252) 402-6157 or amy.denton@cfi.org

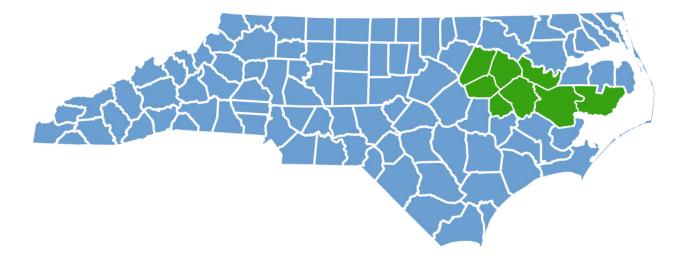
#### **Suggested Hotels:**

**Days: Monday, October 17 – Friday, October 21 (4 nights) Hampton Inn Greenville: (252) 355-7400, 305 SW Greenville Blvd., Greenville, NC 27834** Refer to the Pitt County College Fair in order to obtain the discounted rate of \$129.00.

Other Hotel Options (no group rate secured): *Hilton Greenville:* (252) 355-5000, 207 SW Greenville Blvd., Greenville, NC 27834 *Holiday Inn Greenville:* (252) 355-8300, 203 SW Greenville Blvd., Greenville, NC 27834

#### Days: Sunday, October 16 – Tuesday, October 18

Hampton Inn Rocky Mount: 252-937-6333; 530 N. Winstead Ave, Rocky Mount, NC 27804 Holiday Inn Rocky Mount: 252-937-7100; 200 Enterprise Dr., Rocky Mount, NC 27804 Courtyard by Marriot Rocky Mount: 252-451-4800; 250 Gateway Blvd, Rocky Mount, NC 27804 Hampton Inn Wilson: 252-243-4040; 2806 Wolf Trap Dr., Wilson, NC 27896



#### Monday, October 17, 2022

Fair Time: 8:00-9:00am
Fair Name: Rocky Mount High School
Fair Location: Cafeteria
Address: 1400 Bethlehem Rd., Rocky Mount, NC 27803
Contact: Philip Curtiss, (252) 937-9050, pcurtiss@nrms.k12.nc.us
Note(s): Park in the student parking lot accessible from Bethlehem Road. ROTC members will direct you into the side entrance of school.

Fair Time: 9:30-10:30am Fair Name: Nash Central High School Fair Location: Cafe Address:4279 Nash Central High Rd., Rocky Mount, NC 27804 Contact: Heather Thompson, (252) 451-2867, hthompson@nrms.k12.nc.us

Fair Time: 11:00am-12:00pm Fair Name: Northern Nash High School Fair Location: Gym Address: 4230 Green Hills Rd, Rocky Mount, NC 27804 Contact: Kerri McClain, (252) 937-9040, <u>klmcclain@nrms.k12.nc.us</u>

Fair Time: 1:15-2:15pm
Fair Name: Southern Nash High School
Location: Cafeteria
Address: 6446 Southern Nash High Road, Bailey, NC 27807
Contact: Amanda Thompson (252)451-8520 or aothompson@nrms.k12.nc.us
Note(s): Better to park in student parking area, 2<sup>nd</sup> parking lot on the right.
School dismisses at 2:30pm, a car rider line will have formed in front of the school.

#### Tuesday, October 18, 2022

Fair Time: 8:00 – 9:00am
Fair Name: Hunt High School
Address: 4559 Lamm Rd., Wilson, NC 27893
Location: Cafe
Contact: Tammy Coleman, 252-399-7930 or Tammy.Coleman@wilsonschoolsnc.net
Note(s): Enter school at the main entrance. Parking available in front of the school in guest parking and to the right of the school building near the school daycare.

Fair Time: 9:30 - 10:30am
Fair Name: Fike High School
Address: 500 Harrison Dr., Wilson, NC 27893
Location: Gym
Contact: Jeannie Lyndon, 252 399-7905 or jeannie.lyndon@wilsonschoolsnc.net
Note(s): Parking available in the staff/student parking lot. Enter at the gym.

# Fair Time: 1:15 – 2:15pm Fair Name: Beddingfield High School Address: 4510 Old Stantonsburg Rd., Wilson, NC 27893 Location: Cafe Contact: Mrs. Deniz Perrino, 252-399-7880 ext. 3014 or deniz.perrino@wilsonschoolsnc.net Note(s): Parking available in student parking at the main entrance of school.

Fair Time: 6:30 – 7:45pm
Fair Name: Beaufort/Hyde County Program at Beaufort County Community College
Address: 5337 US Hwy 264 East, Washington, NC 27889
Location: Building 10 – Multipurpose Room
Contact: Shelby Phillips, Beaufort Co Community College, 252-940-6237 or Shelby.phillips@beaufortccc.edu
Note(s): Light refreshments provided. High Schools attending: Northside, Southside, Washington, Beaufort
Early College, Beaufort Ed Tech, Washington Montessori Charter, Pungo Christian, Terra Ceia Christian, Mattamuskeet Early College, and Ocracoke

#### Wednesday, October 19, 2022

Fair Time: 8:30-9:30am Fair Name: Riverside High School Address: 1260 Godwin Ave, Williamston, NC 27892 Location: Media Center Contact: Jamila Riddick (252) 792-7881 ext. 223 or jkimbrough@martin.k12.nc.us

Fair Time: 10:00-11:00am
Fair Name: South Creek High School
Address: 21077 N Carolina 903, Robersonville, NC 27871
Location: Cafeteria
Contact: Missy Griffin (252) 795-4081 ext. 230 or migriffin@martin.k12.nc.us
Note(s): Park in the student parking lot on the right. Limited visitor spots in front of school. Follow the sidewalk to the entrance nearest to the cafeteria.

Fair Time: 1:45pm-2:45pm Fair Name: Greene Central High School Address: 140 School Dr, Snow Hill, NC 28580 Location: Gym Contact: Stephanie Snow (252) 747-3814 or <u>stephaniesnow@greene.k12.nc.us</u> Note(s): High School attending: Greene Early College High School

#### Thursday, October 20, 2022

Fair Time: 8:45am – 11:30am
Fair Name: Pitt County Program at Greenville Convention Center
Address: 303 SW Greenville Blvd., Greenville, NC 27858
Contact: Amy Denton, CFNC, (252)402-6157 or amy.denton@cfi.org
Note(s): High Schools Attending: Ayden-Grifton, DH Conley, Farmville Central, JH Rose, North Pitt, South Central, PCS Early College High School, and five area private schools.
\*Light refreshments provided
Fee: \$72 for members/92 for non-members

Fair Time: 1:30-2:30pm Fair Name: Northeast Regional School of Biotechnology and Agriscience (NERSBA) Address: 1215 St. Andrews St., Jamesville, NC 27846 Location: Gym Contact: Pam Riggs (252) 792-0241 ext. 235, priggs@neregionalschool.org

#### Friday, October 21, 2022

Fair Time: 9:00am – 11:00am

Fair Name: Edgecombe County Program at Edgecombe Community College
Address: 2009 W. Wilson St., Tarboro, NC 27886
Location: Atrium of Thomas S. Fleming building
Contact: Teresa Bottoms, Edgecombe Comm. College, (252) 823-5166, or <a href="https://doi.org/doi.org/bottomst@edgecombe.edu">https://doi.org/doi.org/bottomst@edgecombe.edu</a>
Note(s): High Schools attending: North Edgecombe, SouthWest Edgecombe, Tarboro, Edgecombe Early College, NE Carolina Prep