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

Anna Eure - Chowan University Contact - (252) 398 - 6371

Suggested Hotel(s)

Hilton Garden Inn-5353 N Virginia Dare Trail, Kitty Hawk, NC

Holiday Inn Express-4701 S Virginia Dare Trail, Nags Head,

Ramada Inn-1701 S Virginia Dare Trail, Kill Devil Hills, NC

From Holiday Inn Express TRAVEL TIME to Manteo High: 15 Mins.

From Ramada Plaza TRAVEL TIME to Manteo High: 25 Mins.

From Hilton Garden Inn TRAVEL TIME to Manteo High: 35 Mins.

Suggested Hotels for Monday – Thursday (3 nights):

Fairfield Inn & Suites 1640 City Center Blvd (252) 333-1003

Hampton Inn 402 Halstead Blvd, Elizabeth City, NC

Alternate Hotel for Tuesday and Wednesday night (2 nights): Hampton Inn-Edenton, NC (approx. 30 mins to Washington Co. HS and 40 mins to Gates Co. HS)

Suggested Hotels for Thursday night (1 night): Hilton Garden Inn 111T Carolina Crossroads Parkway Roanoke Rapids, NC (EXIT 171 off I-95) 252-519-2333 Hampton Inn 85 Hampton Boulevard, Roanoke Rapids, NC (252) 537-7555 Drive time will be about 35 minutes Drive time to Roanoke Rapids Hotels is about 40 minutes Travel time about 10 minutes from Hotel area

Monday, October 24th

Fair Time: 8:30am – 9:30am Fair Name: Manteo High School Address: 829 Wingina Avenue, Manteo, NC 27954. Contact: 252 473-5841

Fair Time: 10:15am – 11:30am Fair Name: First Flight High School Address: 100 Veterans Drive, Kill Devil Hills, NC 27948. Contact: (252) 449-7000

Fair Time: 2:00pm – 3:00pm Fair Name: Currituck Co. and J.P. Knapp Early College @ Currituck Co. High Address: 4203 Karatoke Hwy 158 East Barco, NC 27917 Contact: (252) 453-0014

Tuesday, October 25

Fair Time: 9:00AM – 10:30PM Fair Name: Albemarle School, Northeastern High, Pasquotank High, Camden High, and Weeksville Foreshadow Academy, Northeast Academy Fair Location: Chesson Gym in Albert Blanton III Center (Garrett Lewis) Address: 715 N Poindexter St. Elizabeth City, NC. Mid Atlantic Christian University

Fair Time: 1:00-2:30 PM
Fair Name: John A Holmes High School, Perquimans High School and Lawrence Academy
Location: Armory in front of John A Holmes HS
Address: 600 Woodard St, Edenton, NC.
Note(s): You will turn at Dairy Queen. The entrance to the Armory is behind Dairy Queen. You will enter the fence to unload.

Wednesday, October 26

Fair Time: 9:30-10:45Fair Name: Columbia, Washington County High CANCELEDAddress: 800 E Main St, Plymouth NC 27962Fair Location: Washington Co High SchoolNote(s): Drive time from Elizabeth City to Plymouth is approx 1 hour.You will be taking many NC Routes that do not have gas stations or restaurants along theway. If you need gas or want lunch please stop in Plymouth or Windsor as there will notbe much in between. You will be near several restaurants in Windsor: Ellas Café,Heritage House (buffet), Bunn's BBQ, and Lasea's Italian Eatery are all local favorites.

Fair Time: 1:30PM-2:30PM Fair Name: Bertie High School Address: 715 US 13 N Windsor, NC 27983 Contact: (252) 794-3034 Note(s): Refreshments are provided. Look for signs for parking and location of the program. Drive time to Plymouth from Elizabeth City hotels approximately 50 minutes Drive back to hotels approximately 1 hour

NOTE FOR THURSDAY: IF YOU HAVE AT&T OR ANYTHING THAT USES THEIR TOWERS THEY WILL NOT WORK IN SOME AREAS. PLEASE PLAN ACCORDINGLY

Thursday October 27

Fair Time: 9:00AM - 10:00 AM Fair Name: GATES COUNTY HIGH SCHOOL Fair Location: New Gym Address: 88 Highway 158 West Gatesville, NC 27938 Note(s): Drive time will be approximately 40 minutes

Fair Time: 11:00AM - 12:30 PM Fair Name: HERTFORD COUNTY, HERTFORD COUNTY EARLY COLLEGE, RIDGECROFT SCHOOL, CS BROWN, and BETHEL ASSEMBLY CHRISTIAN Fair Location: Chowan University, Hawks Athletic Center

Address: 757 Union St Murfreesboro, NC 27855 (do not put in the main address for the University)

Contact: Anna Eure - 252.398.6371 - <u>apeure@chowan.edu</u> **Note(s):** Refreshments will be provided

Friday October 28

Fair Time: 9:30AM - 11:15AM Fair Name: NORTHAMPTON HIGH SCHOOL, HALIFAX ACADEMY, ROANOKE RAPIDS HIGH SCHOOL, WELDON HIGH, NORTHWEST HALIFAX HIGH, SOUTHEAST HALIFAX, ROANOKE VALLEY EARLY COLLEGE Fair Location: Halifax Community College, The Centre Address: 200, College Dr, Weldon, NC 27890 Travel Time: Drive time from hotels is less than 5 minutes Contact: Mr Squires Note(s): Refreshments are provided ***WHEN YOU ENTER THE COMMUNITY COLLEGE STAY STRAIGHT ON THE ROAD UNTIL YOU GET TO THE CENTER ON THE LEFT. IT HAS LARGE GLASS DOORS ACROSS THE FRONT. YOU WILL PARK IN THE PARKING LOT RIGHT ACROSS FROM IT***