### **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's Fairs are expected to adhere to CACRAO's Principles of Good Practice.

#### **Week Coordinator**

Molly Tippett – Western Carolina University <u>mftippett@wcu.edu</u> (828) 227 – 7317

#### **Suggested Hotel(s)**

**Days:** Sunday, October 28<sup>th</sup> – Monday, October 29<sup>th</sup> & Wednesday, October 31<sup>st</sup> – Friday, November 2<sup>nd</sup> (depending on your travel preferences, you may decide to stay at this location for the

entire week)

**Location:** Hampton Inn

Address: 1137 East Dixie Dr., Asheboro, NC 27203

**Contact:** (336) 625 – 9000 **CACRAO Rate:** N/A

**Days:** Tuesday, October 30<sup>th</sup> **Location:** Hampton Inn

Address: 10066 North Main St., Archdale, NC 27263

**Contact:** (336) 434 – 5200 **CACRAO Rate:** N/A

### Sunday, October 28th

Fair Time: 3:00 p.m. - 5:00 p.m.

Fair Name: ROWAN COUNTY FAIR

**Location:** Catawba College Gym – Goodman Gymnasium

Address: GPS Address: 2300 West Innes Street, Salisbury, NC 28144

**Contact:** Lindsey Griffin

**Travel Time:** N/A

Note(s): N/A

Fee: \$15 CACRAO member / \$40 non-member

#### Monday, October 29th

Fair Time: 8:15 a.m. – 9:15 a.m.

Fair Name & Location: PROVIDENCE GROVE HIGH SCHOOL

Address: 5555 Mack Lineberry Rd., Climax, NC 27233

**Contact:** Kim Hall

Travel Time: 25 minutes from Hampton Inn

Note(s): N/A

Fair Time: 9:45 a.m. - 10:45 a.m.

Fair Name & Location: EASTERN RANDOLPH HIGH SCHOOL

Address: 390 Eastern Randolph Rd., Ramseur, NC 27316

**Contact:** Lisa Miller

Travel Time: 20 minutes from Providence Grove HS

Note(s): N/A

Fair Time: 2:00 p.m. - 3:00 p.m.

Fair Name & Location: TRINITY HIGH SCHOOL

Address: 5746 Trinity High School Drive, Trinity, NC 27230

**Contact:** Jonathan Leer

**Travel Time:** 45 minutes from Eastern Randolph HS

Note(s): N/A

Fair Time: 6:00 p.m. - 7:00 p.m.

Fair Name & Location: WEST DAVIDSON HIGH SCHOOL

Address: 200 Dragon Drive, Lexington, NC 27295

Contact: Suzan Tedder

Travel Time: 30 minutes from Trinity HS

**Note(s):** Dinner served at 5:00 p.m.

### Tuesday, October 30th

Fair Time: 9:00 a.m. - 10:00 a.m.

Fair Name & Location: ASHEBORO HIGH SCHOOL Address: 1221 South Park Street, Asheboro, NC 27203

**Contact:** D'Vera Tune

**Travel Time:** 5 minutes from Hampton Inn

Note(s): N/A

Fair Time: 10:30 a.m. – 11:30 a.m.

Fair Name & Location: UWHARRIE CHARTER ACADEMY Address: 5326 US Highway 220 Business South, Asheboro, NC 27205

**Contact:** Suzanne Cash

Travel Time: 10 minutes from Asheboro HS

Note(s): N/A

Fair Time: 2:00 p.m. - 3:00 p.m.

Fair Name & Location: SOUTH DAVIDSON HIGH SCHOOL

Address: 14956 N Carolina 109, Denton, NC 27239

Contact: N/A

Travel Time: 35 minutes from Uwharrie Charter Academy

Note(s): N/A

Fair Time: 5:30 p.m. - 7:00 p.m.

Fair Name & Location: NORTH DAVIDSON HIGH SCHOOL

Address: 7227 Old Us Highway 52, Lexington, NC 27295

Contact: N/A

Travel Time: 35 minutes from South Davidson HS

**Note(s):** Dinner served at 5:00 p.m.

#### Wednesday, October 31st

Fair Time: 8:45 a.m. – 9:45 a.m.

Fair Name & Location: LEXINGTON SENIOR HIGH SCHOOL

Address: 26 Penry Street, Lexington, NC 27292

Contact: Vicki Foye

Travel Time: 25 minutes from Hampton Inn

Note(s): N/A

Fair Time: 10:15 a.m. – 11:15 a.m.

Fair Name & Location: LEDFORD SENIOR HIGH SCHOOL

Address: 140 Jesse Green Road, Thomasville, NC 27360

**Contact:** Randy Mercer

Travel Time: 20 minutes from Lexington Senior HS

Note(s): N/A

### Wednesday, October 31st – Continued

Fair Time: 11:45 a.m. – 1:15 p.m.

**Fair Name & Location: OAK GROVE HIGH SCHOOL Address:** 3507 Midway School Rd., Winston-Salem, NC 27107

**Contact:** Lisa Crabb

Travel Time: 10 minutes from Ledford Senior HS

Note(s): N/A

Fair Time: 1:45 p.m. – 2:30 p.m.

Fair Name & Location: THOMASVILLE SENIOR HIGH SCHOOL

Address: 410 Unity Street, Thomasville, NC 27360

**Contact:** Simone Biggers

Travel Time: 10 minutes from Oak Grove HS

Note(s): N/A

### Thursday, November 1st

Fair Time: 8:35 a.m. - 9:35 a.m.

Fair Name & Location: SOUTHWESTERN RANDOLPH HIGH SCHOOL

Address: 1641 Hopewell Friends Road, Asheboro, NC 27205

**Contact:** Teresa Burton

Travel Time: 20 minutes from Hampton Inn

Note(s): N/A

Fair Time: 10:10 a.m. - 11:10 a.m.

Fair Name & Location: RANDLEMAN HIGH SCHOOL Address: 4396 Tigers Den Rd., Randleman, NC 27317

**Contact:** Jill Hayes

**Travel Time:** 25 minutes from Southwestern Randolph HS

Note(s): N/A

Fair Time: 1:50 p.m. - 2:50 p.m.

Fair Name & Location: EAST DAVIDSON HIGH SCHOOL

Address: 1408 Lake Rd., Thomasville, NC 27360

**Contact:** Sherrie Sink

**Travel Time:** 30 minutes from Randleman HS

Note(s): N/A

Fair Time: 6:30 p.m. - 7:30 p.m.

Fair Name & Location: CENTRAL DAVIDSON HIGH SCHOOL

Address: 2427 NC Highway 47, Lexington, NC 27292

Contact: N/A

**Travel Time:** 15 minutes from East Davidson HS

Note(s): N/A

### Friday, November 2nd

Fair Time: 8:30 a.m. - 9:30 a.m.

Fair Name & Location: WHEATMORE HIGH SCHOOL

Address: 3678 Finch Farm Rd., Trinity, NC 27370

**Contact:** Sheila Atkins

Travel Time: 35 minutes from Hampton Inn

Note(s): N/A

Fair Time: 10:30 a.m. – 12:15 p.m.

Fair Name & Location: DAVIE COUNTY HIGH SCHOOL

Address: 180 War Eagle Drive, Mocksville, NC 27028

**Contact:** Elizabeth Gordon

Travel Time: 55 minutes from Wheatmore HS

Note(s): N/A