

# WORKFORCE EXPO & JOB FAIR

Presented by:



## Information

|                          |                                  |
|--------------------------|----------------------------------|
| Event Date:              | September 9, 2025                |
| Location:                | The Forum River Center           |
| Deadline to Participate: | September 1, 2025                |
| Contact:                 | Ethan Branch, ebranch@romega.com |

In completing this contract, exhibitor agrees to provisions set forth in Rules & Regulations provided in this document.

## What is the Workforce Expo & Job Fair?

The Rome Floyd Chamber's Workforce Expo and Job Fair is an event that gives students, parents, employers, and our community a chance to meet one another, establish professional relationships, and discuss career opportunities with businesses. Companies and organizations participating in this career expo will showcase their industry, products, and services. Those who are hiring will be able to take applications on the spot.

The Expo/Job Fair will consist of interactive booths where you will have the opportunity to talk to people directly. **Company must show, display or perform an activity about their company and be interactive. This event is for Floyd County businesses only.**

The attendees at this Expo will include Rome City and Floyd County students (8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders), parents of K-12 students, teachers, and members of our community, each attending separately and seeking employment and career opportunities. Each designated group will be allotted specific times to attend the Expo.

# To be eligible to participate in this event you must meet one of the following criteria:

1. Be a current Chamber member business.
2. Located in Rome/ Floyd County.
3. Have multiple jobs available at the time of the event (we will check in closer to time) – your booth must display and SHOW what is done at your place of business. Booth representatives must work at your business.

or

1. Be a manufacturer that will display the product made here in Floyd County or be able to show how the product is made at your booth.

## Pricing

**Any exhibitor cancelling booth space after September 1, 2025 forfeits the fee.** This deadline is dictated by an agreement with the event venue. Each booth will consist of an 8' draped backdrop and two 36" draped side rails. **The Forum will provide one 8' table with skirting, two chairs, electricity, and wireless internet for each booth.** Exhibitors are responsible for providing booth carpet and any additional tables or chairs needed along with an extension cord to access electricity and hooks to hang any additional signage. The cost of each 8'x10' unit is as follows:

|                | Registration Date     | Price    |
|----------------|-----------------------|----------|
| Early Bird Fee | By August 22nd        | \$150.00 |
| Standard Fee   | Beginning August 23rd | \$200.00 |

**\*Booth Set Up:** Monday, September 8, 2025.

**\*Exhibitors must deliver and set up all necessary booth items between 3:00 pm and 5:00 pm on September 8th. Set-Up will not be allowed after 5:00 pm.**

## Participant Information

**Disclaimer: Company's booth must show, display or perform an activity about their company and be interactive. This event is for Floyd County Businesses only.**

Company Name:

Contact Person:

Email:

Mailing Address:

Contact Work Phone Number:

Contact Cell Phone Number:

How many job openings do you have available now, and how many will you have available at the time of the Workforce Expo & Job Fair?

Please indicate your company’s entry level pay (This will be displayed on your booth)?

Description of products your company will showcase, interactive activity you will provide, and display your company will have:

Will you need electricity for your booth? If you do not indicate a need for electricity on this contract, access to electricity cannot be guaranteed. (You must provide your own extension cord)

☐ Yes

☐ No

Please indicate any other specifications here:

**Booth(s) Assigned:**

To be completed by chamber staff. \_\_\_\_\_

**Total Due:**

To be verified by chamber staff. \_\_\_\_\_

**Payment Method:**

- ☐ Cash/Check/Money Order
- ☐ Visa/MasterCard/AMEX/Discover Card

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Security Code** \_\_\_\_\_

I agree that the above information is correct and that I will abide by all the Rules & Regulations as attached. I understand that payment must be made in full to the Chamber before my booth(s) will be held and that all booths will be sold on a first come first serve basis. I understand that any electronic signature below constitutes a legally binding agreement.

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# RULES & REGULATIONS

**Please initial by each of the Rules & Regulations.**

**The Chamber is not responsible for any lost, damaged or stolen items.**

- \_\_\_\_ **1. Contract for Space.** This application for exhibit space, together with the Rules & Regulations, constitutes a contract for the right to exhibit at the Rome Floyd Chamber Workforce Expo & Job Fair. The Exhibitor also agrees to comply with the Rules & Regulations of The Forum.
- \_\_\_\_ **2. Membership.** Your membership with the Rome Floyd Chamber must be current prior to registering. If your membership account becomes delinquent, you will lose your booth.

\_\_\_\_ **3. Payment.** Payment for exhibit space is due at the time of the booth reservation. NO REFUNDS WILL BE GRANTED after September 1, 2025.

\_\_\_\_ **4. General Restrictions.** The Exhibitor agrees to abide by the following General Restrictions:

a. **Rights Reserved.** The Chamber reserves the right without recourse to prohibit any exhibit or part of any exhibit which, in their opinion, is not suitable or in keeping with the character of the Workforce EXPO and job fair. This reservation regards persons, things, conduct, printed material, catalogs, etc. Aisle space may not be used for exhibit purposes or for displayed signs.

b. **Apportioning.** No Exhibitor shall assign, sublet, or apportion the whole or any portion of space allotted, nor exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.

c. **Public Area.** The use of any public area outside of the exhibit area for the display of products and/or services, for demonstrations, or the distribution of circulars, samples or other material is prohibited.

d. **Audio.** No application of audio that interferes with adjoining exhibits will be permitted in the exhibit area.

e. **Damage to Venue.** Tacking, posting, taping, or nailing signs, banners, etc. to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by the Exhibitors or their employees or agents must be paid for by the Exhibitor causing such damage.

f. **Banners/Signs.** Banners/Signs not provided by the Chamber as part of this event may not be placed anywhere outside your booth in The Forum. Banners/Signs shall not obstruct the view of any other booth. You will be asked to remove these signs from the booth area.

g. **Bottled Gas.** The use or storage of bottled gas is prohibited. Vehicles with gas are allowed (please see #11).

\_\_\_\_ **5. Fire Regulations.** No explosives, fuel, combustibles hazardous materials, decorative materials neither fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into The Forum.

\_\_\_\_ **6. Electrical Compliance.** All electrical, pneumatic, and hydraulic equipment must meet the requirements of all applicable electrical and safety codes.

\_\_\_\_ **7. Display & Construction Regulations.** No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines. Booths are not allowed to be over 10 feet tall.

\_\_\_\_ **8. Exhibit Day & Hours.** \*Exhibitors must deliver and set up all necessary booth items between 3:00 pm and 5:00 pm on Monday, September 8, 2025. Set-Up will not be allowed after 5:00 pm.

Schedule is as follows:

Tuesday, September 9, 2025, 9:00 am - 10:30 am Open to Schools

Tuesday, September 9, 2025, 10:30 am - 12:30 pm Open to Public for Job Fair

Tuesday, September 9, 2025, 12:30pm - 2:00pm Open to Schools

Your booth must be staffed and remain open during show hours on September 9, 2025. The Rome Floyd Chamber is not responsible for any lost or stolen items. **DO NOT begin dismantling your**

**booth until AFTER 2:00 pm. You can take down until 4:00 pm on Tuesday, September 9, 2025.**

\_\_\_\_ **9. Load-In.** All booth materials must be placed in The Forum arena between 3:00 pm and 5:00 pm on Monday, September 9, 2025. Therefore, no load-in of booth materials will be permitted after 5:00 pm.

\_\_\_\_ **10. Load-Out.** All booth materials must be removed from The Forum arena on Tuesday, September 9 between 2:00pm and 4:00pm. No items will be allowed to remain at The Forum after 5:00pm.

\_\_\_\_ **11. Vehicle & Motor Regulations.** Any exhibitor displaying a vehicle or gasoline powered motor must abide by the following guidelines:

- a. A protective covering must be placed under the vehicle.
- b. No more than 1/4 tank of gas may be in vehicle.
- c. The gas cap must be locked.
- d. The battery must be disconnected.

**\*\*\*Please notify the chamber in advance if you plan to bring in a vehicle**

\_\_\_\_ **12. Inclement Weather:** In the event of unforeseen dangerous weather or other unforeseen occurrences that renders the facilities unusable, interrupt the event or prevent the event from taking place as scheduled, The Forum River Center will make reasonable effort and work with the client to accommodate and/or reschedule the event. We require a rain contingency plan for all outdoor events. This is the responsibility of the client and would include the use of a tent or the additional cost of the rental of additional spaces within the building.

\_\_\_\_ **13. Termination of Event:** Once the event begins, The Forum River Center staff reserves the right to terminate the event if the safety of the facility, the staff or guests is in jeopardy.

\_\_\_\_ **14. Force Majeure:** In the event, the facilities become unsafe, unusable, or otherwise unavailable for use through no fault or action, The Forum River Center shall provide as prompt of notice possible to Client and assist with locating and securing of the location.

\_\_\_\_ **15. Limitation of Damages:** Under no circumstances shall The Forum River Center be liable for any consequential or special damage related to any need to move the event, cancellation by The Forum River Center, or any other cause. The maximum amount of damages of The Forum River Center shall owe to the client shall not exceed the amounts paid by the client pursuant to this Contract.

**All other applicable rules of The Forum will be in effect. The Rome Floyd Chamber and The Forum will not be held liable for any injuries or damages incurred during Workforce Expo & Job Fair.**

**Email this completed form to [ebranch@romega.com](mailto:ebranch@romega.com).**

