



Thursday, October 23 & Friday, October 24, 2025
Lively Technical College & Tallahassee State College Campuses

Exhibitor Logistics

The Event

Over 3,000 ninth grade students, teachers, school administrators, parents, industry leaders, and volunteers will converge on the Lively Technical College and Tallahassee State College on October 23-24 for “Worlds of Work – WOW!” Career Expo. The purpose of WOW is to create awareness about career opportunities among students and educators. The program provides a first step for students towards selecting a career plan and beginning career preparation. Following completion of WOW, these ninth-grade students will develop career portfolios and select “plans of study” for their 9 - 14 educational experience.

WOW is a project of the workforce partners in our North Florida region including CareerSource Capital Region, Lively Technical College, Leon County Schools, Tallahassee State College, Office of Economic Vitality, the Greater Tallahassee Chamber of Commerce, and the Able Trust. WOW is a fun, educational, and hands-on opportunity for students. Because the event will showcase regional workforce needs, students will become familiar with a broad range of available jobs in the area. Attendance at WOW will be available to students from Leon, Gadsden, Wakulla, Jefferson, Franklin, Madison, and Taylor counties.

Items Needed from Exhibitors

The following items are needed from each exhibitor -

1. **Completed exhibitor registration form.** If exhibiting in more than one world, please complete a different form for each world.
2. **Company logo.** Please provide as a .jpg, .png or .eps (as high resolution as possible). Your logo will appear in the WOW Student Book and on signage at the WOW event. To be included in the book, we must have your logo by July 31, 2025. Please upload your logo to www.northfloridaworldsofwork.com/getinvolved#Exhibitor or email to Katie Harwood at kharwood@talchamber.com.
3. **Proof of Liability Insurance and Workers Comp.** Please upload a copy by ~~July 31, 2025~~ September 30, 2025, to www.northfloridaworldsofwork.com/getinvolved#Exhibitor or email to Katie Harwood at kharwood@talchamber.com. More detailed instructions are listed in on page three.
4. **Activity Form.** Exhibitors will complete this form for each activity they are planning. This form will be sent out after August 1. Forms are due by September 30, 2025. The purpose of this form is to identify spacing needs and for the student’s activity map.

Exhibit Location

There will be activity maps with all exhibitor locations. See the map for World and Zone locations.

WOW Hub

The WOW Hub is located outside of Lively Building 8 (admin building). The WOW Hub serves as the entrance to the WOW Career Expo. All participants will come to the WOW Hub to receive instructions about the Expo.

BOOTHS

Booths should be both engaging and memorable for students who want to know about various careers. Each booth should have a hands-on activity that will let students experience a new career option. Your interactions with the students should help them understand how they might fit in with your organization in the future.

Note: Vehicles and other large equipment count as a booth.

Booths include:

- 10' x 10' booth space (approximate sizing – more available upon request)
- Lunches on Thursday and Friday
- Employer hospitality area
- Exposure to over 3,000 students in our area

Large Equipment

There is limited space for larger (outside-of-booth requests) so these requests will be reviewed by the planning committee, and you will be notified if your request is accepted.

Vendors who will be bringing large vehicles or equipment will also be bound by a set-up schedule the morning of October 21 so other set-up can occur afterward.

Stand-up banners are allowed but must fit within your booth space.

Giveaways

You may bring giveaways for students. Each student will receive a WOW backpack. To help encourage the skills learned during the informational session, please consider only handing these out to students who exhibit professional behavior, interviewing skills, and engaging interactions. Absolutely no stickers or drawstring backpacks similar to the WOW backpacks.

Security

There will be security twenty-four hours a day on Wednesday, October 22 and Thursday, October 23. On Friday, October 24, security ends at 5:00 p.m.

Power Strips/Extension Cords/Generators/Tents

Exhibitors must provide their own power strips, extension cords, generators, and tents (other than the main 60'x40' tent provided to each world to share).

LOGISTICS

Parking

- **Wednesday, October 22:**
Unload: location tbd based on your Zone
Park: Lively's North Parking Lot
- **Thursday, October 23 and Friday, October 24:**
Park: Lively's North Parking Lot

First Aid

The First Aid Station will be located in the Lively Healthcare Building (Building 15). For medical emergencies, call 911. EMS staff will also be on site as an exhibitor.

Insurance

All employers participating in WOW will need to provide a Certificate of Liability Insurance:

The certificate(s) will need to name the "Greater Tallahassee Chamber of Commerce" as an additional insured on the Employers General Liability, Auto Liability and Umbrella Liability policies. The address for the Chamber should be 300 E. Park Avenue, Tallahassee, FL 32301. Umbrella Liability Limits must be listed at \$1,000,000 or above.

All the employers participating in WOW will need to provide proof of Workers Compensation Coverage:

Coverage must be shown as statutory and Employers Liability in the amount of \$500k/\$500k/\$500k and the Workers Compensation coverage will include a Waiver of Subrogation in Favor of the Chamber.

Please upload a copy by July 31, 2025, to www.northfloridaworldsofwork.com/getinvolved#Exhibitor or email to Katie Harwood at kharwood@talchamber.com. Please email Katie Harwood with questions.

LCS Volunteer Form

All employers participating in WOW must also complete the Leon County Schools Volunteer Form for 2025-26 noting "Worlds of Work" as the "Type of Volunteer work preferred." Each employee attending WOW must complete this form once it's available in August 2025. Not only does this allow employees to interact with the students, it supplements the need to also provide LCS with additional insurance information.

Identification

Exhibitors are asked to have their company identification or driver's license while at the Expo and may be required to produce the identification upon request. If possible, exhibitors are asked to wear their company identification while at the Expo.

Attire

Exhibitors are asked to wear khakis, shirt with company logo, and comfortable, closed-toe shoes. Nice jeans (no holes, etc.) are allowed.

Meals/Snacks

The hospitality room for all exhibitors and volunteers is in the Professional Training Center (PTC) on Lively's campus. Water and snacks will be available throughout the day. Lunch will be provided on Thursday, October 23, and Friday, October 24. We ask exhibitors to go in shifts so exhibit coverage is ensured. Exhibitors should not eat in the exhibit area or while talking with students. Meals and snacks are not provided for visiting students, teachers, or bus drivers.

Visitors

Visitors are required to register before entering the Expo. Visitor check-in will be in the North Parking Lot. Visitors are

asked to have their company identification or driver’s license while at the Expo and may be required to produce the identification upon request.

Community WOW

Community WOW is on Thursday, October 23 from 2pm - 5pm. All exhibitors are expected to participate as part of the overall WOW event. Community WOW is an opportunity for all community members to experience Worlds of Work and connect directly with employers. Attendees can explore all of the career “worlds,” discover local opportunities, and learn about education and training pathways for life after graduation and beyond. Exhibitors may also feature open positions and do short on-site interviews (more of a pre-screening for an interview) —making Community WOW a chance to not only explore careers but also take the next step toward one. Attendees who visit every world will be entered to win door prizes, and graduating high school seniors will also be eligible for scholarship drawings.

Welcome Breakfast

Leaders from across the region gather to discuss updates in career technical education and workforce development Friday, October 24 from 8:30 a.m. to 10:00 a.m. at WOW. In turn, our legislators, business leaders, and educators witness the region’s largest career expo for students, fostering their passion for the exciting opportunities North Florida has to offer. This event is invite-only.

Educator Workforce Academy

The Educator Workforce Academy immerses superintendents, principals, and teachers in career technical education, opening their eyes to the many industry jobs opportunities in our region. This year, 15 educators will complete the program at WOW and a new cohort will begin. This transformative training initiative helps bring industry opportunities to students, starting with their superintendents.

World Leader Information

Each of the ten Worlds has a World Leader who is responsible for coordinating their world, including recruiting exhibitors, coordinating world meetings leading up to WOW, and working with the WOW Planning Committee on logistics required in each world.

WORLD	WORLD LEADER	EMAIL
Agriculture & Natural Resources	Caylin Hilton, UF/IFAS and Florida 4-H	cnewbern@ufl.edu
Construction	Nicole Kessler, Kessler Construction	nicole@kesslerconstructionllc.com
Education	Brooke Bruner, Leon County Schools	brunnerb@leonschools.net
Energy & Utilities	Kelly Perkins, City of Tallahassee	kelly.perkins@talgov.com
Energy & Utilities	Chelsea Roberts, City of Tallahassee	Chelsea.Roberts@talgov.com
Engineering	Rob Gelhardt, FSM Engineering	rgelhardt@fsmengineering.com
Healthcare	Nathalie Hood, Capital Health Plan	nrhood@chp.org angela@socialcateringandevents.com
Hospitality & Tourism	Angela Walker, Social Catering & Events	m
Public Safety	Shawn Yao, Tallahassee Police Department	Robert.Yao@talgov.com
Professional & Personal Services	Mary Stafford, Prime Meridian Bank	mstafford@primemeridianbank.com
Manufacturing, Transportation, Automotive, & Logistics	Michael Jones, Altrua	melode@altrua.com
Technology	Bryan Gibson, i2X Solutions	Bryan.gibson@i2xsolutions.com

Student Rotation Information

- **Tour Guides**

Tour guides will accompany each group. The tour guides, along with each school's chaperones, will lead the students through the Expo following a zone rotation.

- **Color Coding**

For the Expo, we will be using a color-coding system to identify buses, students, and zone rotations. The colors will be yellow, green, blue, and red. The goal is for students to identify with a specific color and use that color throughout the entire event.

- Each student will be given a backpack with a specific color.
- Buses will be given a specific color.
- A tour guide will carry a specific-colored sign and will follow a zone rotation map based on that color.

Zone Rotations

Schedule for Zone Rotations		
	Group 1	Group 2
Arrival	8:20 a.m.	10:35 a.m.
Round 1	8:30 a.m. – 9:00 a.m.	10:45 a.m. – 11:15 a.m.
Round 2	9:00 a.m. – 9:30 a.m.	11:15 a.m. – 11:45 a.m.
Round 3	9:30 a.m. – 10:00 a.m.	11:45 a.m. – 12:15 p.m.
Round 4	10:00 a.m. – 10:30 a.m.	12:15 p.m. – 12:45 p.m.
Depart	10:35 a.m.	12:50 p.m.

Schedule of Events

Wednesday, October 22, 2025		
1:00 p.m. – 7:00 p.m.	Exhibitor Check-in, Set-up, and Registration	The areas of the colleges dedicated to WOW will be available beginning at 1:00 p.m. If an earlier time is needed to accommodate setup, exhibitors should contact Katie Harwood 772-631-3527.
4:30 p.m. – 6:00 p.m.	Exhibitor Reception at Tallahassee State College	TSC invites all exhibitors to join them for refreshments and light bites at the Fine Arts Performing Center. Attire is casual – come straight from set-up!
Thursday, October 23, 2025		
6:45 a.m. – 7:45 a.m.	Exhibitor Check-in, Set-up, and Registration	
8:00 a.m.	All exhibitors are asked to be at their exhibit ready to begin	
8:00 a.m. – 8:15 a.m.	World meeting led by the World Leader	
8:30 a.m. – 10:30 a.m.	Group 1 Rotations	
10:45 a.m. – 12:45 p.m.	Group 2 Rotations	
12:00 p.m. – 2:00 p.m.	Lunch	
2:00 p.m. – 5:00 p.m.	Community WOW	
Friday, October 24, 2025		
6:45 a.m. – 7:45 a.m.	Exhibitor Check-in, Set-up, and Registration	
8:00 a.m.	All exhibitors are asked to be at their exhibit ready to begin	
8:00 a.m. – 8:15 a.m.	World meeting led by the World Leader	
8:30 a.m. – 10:30 a.m.	Group 1 Rotations	

10:45 a.m. – 12:45 p.m.	Group 2 Rotations: VIP attendees will tour WOW
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 3:00 p.m.	Breakdown