

2026 HIREDuxbury

Exhibitor Rules, Policies & Promotional Toolkit

Duxbury High School | Wednesday, March 18, 2026 | 5:00–7:30 pm

Exhibitor Rules & Regulations

A. Purpose

HIREDuxbury is a community-wide youth workforce and career exploration event produced by the **Duxbury Student Union (DSU)**. The event is designed to provide students with meaningful exposure to work, careers, and skill-building opportunities in a safe, supportive, and real-world context.

HIREDuxbury aims to:

- Introduce middle and high school students to real-world jobs, industries, and career pathways
- Connect local businesses, nonprofits, public agencies, and organizations with first-time and teen job seekers
- Foster honest, age-appropriate conversations about work, skills, responsibility, and growth
- Strengthen relationships among students, employers, schools, families, and the broader Duxbury community
- Create an inclusive, respectful, and welcoming environment that reflects the values of a public school setting.

B. Eligibility

HIREDuxbury welcomes participation from reputable businesses, nonprofits, public agencies, and community organizations whose missions, practices, and opportunities align with youth employment, career exploration, workforce readiness, mentorship, or community engagement.

DSU reserves the sole right to determine exhibitor eligibility and to refuse, revoke, or limit participation by any organization deemed inconsistent with the mission, tone, or student-focused nature of the event.

C. Exhibitor Services Provided

Each exhibitor booth includes:

- Assigned exhibitor table space
- One 8-foot undraped table with two chairs per table
- Identification sign with organization name
- Event-day logistical coordination and support

Electricity access is **not guaranteed**.

Exhibitors are responsible for providing:

- Branded table coverings, displays, and signage
- Power strips, extension cords, or technical equipment
- Printed materials, handouts, sign up sheets and giveaways
- Any non-standard setup requirements

All materials must comply with **Duxbury Public Schools safety, fire, and accessibility policies**.

D. Setup, Breakdown, and Attendance

- Exhibitors must arrive and complete setup during the designated setup window
- Exhibitors are expected to staff their booth for the **entire duration** of HIREDuxbury.
- Early dismantling or departure is not permitted without prior approval from DSU.

Unattended or abandoned booths may be reassigned without refund.

E. Use of Event Name and Logo

Approved exhibitors may reference their participation in HIREDuxbury for promotional purposes.

F. Sales, Recruiting, and Hiring

HIREDuxbury is **not a commercial sales event**.

- Onsite selling of products or services is prohibited.
- Exhibitors may share information about job opportunities, internships, volunteer roles, apprenticeships, or career pathways and are responsible for compliance with all applicable federal, state, and local employment laws, including age-related hiring requirements.

G. Insurance and Liability

Exhibitors participate at their own risk and are responsible for their own property, materials, and conduct.

The Duxbury Student Union, Duxbury High School, Duxbury Public Schools, and their employees, volunteers, and representatives shall not be liable for loss, damage, injury, or claims arising from exhibitor participation. Exhibitors agree to indemnify and hold harmless the above parties from any claims resulting from their participation, including setup, operation, and breakdown.

I. Force Majeure

HIREDuxbury may be delayed, rescheduled, or canceled due to circumstances beyond reasonable control, including weather, school closures, public safety concerns, or other emergencies. In such cases, DSU will communicate promptly and make reasonable efforts to reschedule when possible.

J. Prohibited Activities

To maintain a safe, respectful, and student-appropriate environment, the following are prohibited:

- Soliciting students outside assigned booth space

- Distributing materials in aisles or non-designated areas
- Political campaigning or advocacy
- Alcohol, tobacco, vaping products, or controlled substances
- Offensive, discriminatory, or inappropriate materials or conduct
- Attaching items to walls, floors, doors, or school property
- Confetti, glitter, balloons, candles, or open flames
- Amplified sound or disruptive audiovisual content

All exhibitor conduct must comply with school policies and student safety standards.

K. Code of Conduct and Violations

Exhibitors are expected to conduct themselves professionally, ethically, and respectfully at all times. DSU reserves the right to issue warnings, restrict activity, or remove any exhibitor whose conduct violates these rules or detracts from the student experience. Removal may occur without refund.

L. Audio and Visual Use

Any sound, video, or demonstrations must be kept at a reasonable volume and may not interfere with student conversations or neighboring exhibitors. DSU reserves the right to limit or prohibit any audiovisual activity deemed disruptive or inappropriate.

M. Children, Animals, and Accessibility

- Only registered exhibitors and event participants are permitted in exhibitor areas during setup and breakdown.
- Animals are not permitted, except ADA-defined service animals.
- Exhibitors must comply with ADA accessibility standards and ensure their booth is welcoming to all students.

O. Cancellation or Changes

DSU reserves the right to adjust event layout, exhibitor assignments, or schedules to serve the best interests of students and the school community.

Exhibitors who need to cancel participation should notify DSU as early as possible.

P. Agreement and Acceptance

Submission of an exhibitor application and participation in HIREDuxbury constitutes acceptance of these Rules & Regulations.

Booth Details, Rates & Policies

Exhibitor Booth Specifications

- One 8-foot table and two chairs
- Identification sign with organization name
- Two exhibitor badges
- Use of official HIREDuxbury exhibitor logo

Booth Application Information

Exhibitors register on HIREDuxbury.org and will be asked to provide:

- Organization name and website
- Primary contact name, email, and phone number
- Optional hiring outcomes or testimonials

Booth Payment Policy

- Booth contracts and payments must be submitted online.
- Full payment is due by March 1, 2026.
- Booth placement is assigned on a first-come, first-served basis.
- Cancellations submitted in writing on or before March 1, 2026 will receive a 50 percent refund.
- No refunds will be granted after March 1, 2026.
- DSU reserves the right to deny setup if payment is outstanding.

Booth Assignment Policy

- Booth assignments begin February 14, 2026.
- Final booth assignments will be shared no earlier than March 1, 2026.
- Requests to be placed near other exhibitors will be considered when feasible but cannot be guaranteed.

HIREDuxbury Promotional Toolkit

Official Exhibitor Logos

Approved exhibitors will receive access to official HIREDuxbury logos for promotional use, subject to logo use guidelines.

Canva Social Media Templates

Exhibitors will have access to customizable Canva templates, including:

- Instagram Reels
- Instagram square posts
- Facebook posts
- LinkedIn posts

Templates are easy to edit with a free Canva account.

Social Media Handles & Hashtags

Facebook: [duxbury.studentunion](https://www.facebook.com/duxbury.studentunion)

Instagram: [duxstudentunion](https://www.instagram.com/duxstudentunion)

LinkedIn: [duxbury-student-union](https://www.linkedin.com/company/duxbury-student-union)

Official hashtags:

#HIREdDuxbury #DuxburyStudentUnion #DuxburyHighSchool

Promotional Best Practices**Social Media Tips**

- Post weekly leading up to the event using official hashtags
- Share behind-the-scenes content, staff spotlights, countdowns, or past success stories
- Re-share and engage with other exhibitors to expand reach
- Post live content during the event to highlight participation

Email Promotion Tips

- Send at least one pre-event email to your network
- Highlight what students can learn or explore at your booth
- Avoid promotional sales language
- Collect contact information ethically and transparently

Sample Exhibitor Email: Encourage your kids to attend 2026 HIREdDuxbury

Dear [Recipient Name],

We're excited to share that [Your Organization Name] will be participating in the 2026 HIREdDuxbury Job Fair on Wednesday, March 18, from 5:00–7:30 pm at Duxbury High School.

HIREdDuxbury is a unique opportunity for students to explore careers, hear real stories about work, and begin thinking about the skills and experiences that shape future success.

At our booth, students can learn about [brief description of roles, pathways, or experiences you offer] and connect with members of our team who are passionate about youth development and career exploration.

We encourage you to nudge your kids to attend HIREdDuxbury to explore, ask questions, and engage with local employers who care about helping young people grow.

We look forward to a great evening and hope to see you there.

Warm regards,

[Name]

[Title]

[Organization]