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## *Attention Future Fair or Special Event Industry Professionals*

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### **Blue Ribbon Foundation/WFA Convention Internship Program**

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The Blue Ribbon Foundation is pleased to offer a unique and exciting opportunity for an enthusiastic college student to serve as an intern at Western Fairs Association's Annual Convention & Trade Show, January 20-23, 2019 at the Grand Sierra Resort in Reno, Nevada.

The Blue Ribbon Foundation is a charitable, nonprofit organization dedicated to supporting the fair industry through professional and public outreach.

#### **General Position Summary**

Students selected will contribute to and participate in a variety of Convention functions including: registration, committee meetings, AV support and trouble-shooting for educational sessions, receptions, charitable auctions and networking activities. Interning at the Western Fairs Association Convention not only helps ensure the Convention will run smoothly, but allows interns the opportunity to become more involved with Western Fairs Association and the Blue Ribbon Foundation. Interns will interact and network with members & industry leaders and learn more about the issues occurring throughout the fair industry.

#### **General Information**

The position begins at 1pm on Saturday, January 19, 2019 and concludes on Wednesday, January 23, 2019 at 9pm

Interns will report to Heather Belford, Membership Services Manager with Western Fairs Association but may also interact with the Executive Director, Communications Director, Meetings & Trade Show Manager and the Accounting Manager.

Interns will be expected to dress in business-casual attire, and unless otherwise noted, will be committed for daylong intervals. Two Blue Ribbon Intern polo shirts will be provided upon arrival. The Blue Ribbon Foundation will cover the cost of hotel rooms and will provide a travel stipend (payable upon arrival). Please note that interns will be required to pay for any incidentals and a credit card will be required by the hotel at check-in.

The Blue Ribbon Foundation takes the responsibility of this internship program very seriously and is dedicated to ensuring the students selected receive adequate opportunities for professional development throughout the program. Each intern will receive professional supervision to ensure that the experience proves beneficial to all parties involved.

If you are interested in serving as an intern at the WFA Convention and Trade Show, complete the attached application and return it to the Western Fairs Association office via email, fax or regular mail.



**Western Fairs Association**

1776 Tribute Rd., Suite 210, Sacramento, CA 95815

[WesternFairs.org](http://WesternFairs.org)



NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE

TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

How did you find out about this opportunity?

\_\_\_\_\_

What college or university are you currently attending? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Major Course of Study \_\_\_\_\_

Class standing: Freshman Sophomore Junior Senior Graduate

Anticipated Date of Graduation \_\_\_\_\_

Have you attended the WFA Convention previously? Yes No

Are there any days during the Convention work commitment, January 20-23, 2019, that you will be unavailable? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Recent work experience:

POSITION	DATE FROM (MO/YR)	DATE TO (MO/YR)	HOURS PER WEEK





**Please provide the following information (You may attach additional pages if necessary).**

Statement outlining your involvement and interest in the fair or special event industry:

Your primary purpose for applying for this opportunity:

What are your career goals and how will you benefit from an internship at Western Fairs Association's annual Convention & Trade Show?

**All applications must be postmarked or received by November 30, 2018.**  
**Mail to Western Fairs Association c/o Internships, 1776 Tribute Rd., Suite 210, Sacramento, CA 95815 \***  
**Fax to (916) 927-6397 \* Email to [Heatherb@fairsnet.org](mailto:Heatherb@fairsnet.org).**



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