

## Attention Future Fair or Special Event Industry Professionals Blue Ribbon Foundation/WFA Convention Internship Program

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 15 - 18, 2017 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.

Students selected will contribute to and participate in a variety of Convention functions including registration, committee meetings, educational sessions, receptions, charitable auctions and networking activities. Interning at the WFA Convention not only helps ensure the

Convention will run smoothly, but allows interns the opportunity to become more involved with WFA and the Blue Ribbon Foundation, interact and network with members and industry leaders, and learn more about the issues occurring throughout the fair industry.

Interns will be expected to dress in business-casual attire, and unless otherwise noted, will be committed for daylong intervals (with breaks and lunch provided). The Blue Ribbon Foundation will cover the cost of hotel rooms and meals for those who intern throughout the entire Convention. There is also a \$100 travel stipend (payable upon arrival) available to participants.

If you are interested in serving as an intern at this important Convention and Trade Show, complete the attached application and return it to the Blue Ribbon Foundation office. A fill-able application can be found online at [westernfairs.org](http://westernfairs.org), under forms. Please email completed application to [patdesmond@sisqtel.net](mailto:patdesmond@sisqtel.net).



## Application

All applications must be postmarked or emailed by November 18, 2016.  
Mail to Blue Ribbon Foundation c/o Internships, 1776 Tribute Rd., Suite 210,  
Sacramento, CA 95815.

Applications may be faxed to (916) 927-6397.

For more information, call Patrick Desmond at (530) 468-2888.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

COUNTY ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_



How did you find out about this opportunity?

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What college or university are you currently attending?

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

Class standing in September 2016:

Freshman       Sophomore       Junior       Senior       Graduate

Have you attended the WFA Convention previously?    Yes  No

Are there any days during the Convention work commitment, January 15 - 18, 2017, that you will be unavailable? If yes, which dates?: \_\_\_\_\_

Please List your Most Recent Employment Experience

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

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



Please outline your involvement and interest in the fair or special event industry:

Horizontal lines for writing response to involvement and interest question.

Please outline your primary purpose for applying for this opportunity:

Horizontal lines for writing response to primary purpose question.

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

Horizontal lines for writing response to career goals question.



**Job Description:**

The Blue Ribbon Foundation's 2017 Convention Internship Program is designed to provide an opportunity for an actively enrolled college student to contribute to the success of Western Fairs Association's annual Convention & Trade Show, January 15 - 18, 2017 at the Grand Sierra Resort & Casino in Reno, Nevada.

**Position - Convention Intern:**

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**Reports to:** Heather Belford, Membership Services Manager

**Mentor(s):** Western Fairs Association staff (may include executive director, communications manager, meetings manager, trade show coordinator)

***General Position Summary:***

This position is responsible for contributing to both the operational, promotional and event aspects of Western Fairs Association's annual Convention & Trade Show, January 15 - 18, 2017 at the Grand Sierra Resort & Casino in Reno, Nevada.

***The position begins at Noon on Saturday, January 14, 2017 and concludes on Thursday, January 19, 2017, at Noon.***

Students selected will contribute to and participate in a variety of Convention functions including registration, committee meetings, professional development programs, receptions, charitable auctions and outreach activities.

Interns will be expected to dress in business-casual attire, and unless otherwise noted, will be committed for daylong intervals (with breaks and lunch provided). The position is unpaid.

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. The Blue Ribbon Foundation will provide a hotel room at the host hotel and a \$25/day meal stipend. There is also a travel stipend (payable upon arrival) available to participants. Dress: Interns will be provided with three convention/sponsor logo shirts to wear Monday-Wednesday.

Western Fairs Association  
1776 Tribute Rd., Suite 210  
Sacramento, CA 95815  
WesternFairs.org