

Saline County Back to School Fair

K-State Research & Extension,
2218 Scanlan Ave., Salina, KS 67401



June, 2018

Dear Community Partner:

On behalf of the Back to School Fair Committee and other local sponsors, we would like to invite your organization to apply for booth space at the seventeenth annual Saline County Back to School Fair. Through the support of community sponsors, this event will provide an opportunity to distribute free basic school supplies to 1,800 income-eligible Saline County K-12 students, free school and sports physicals, dental and depression screenings. **The Back to School Fair is scheduled for Friday, August 3 from 3:00 to 6:00 p.m. at the Lakewood Middle School.** The cost of each booth will be as follows: \$20/Non-Profit Organizations and \$35/Other Agencies and Service Providers.

In addition to providing free basic school supplies locally ordered to match school district needs, the Back to School Fair will also provide an excellent opportunity for community service agencies and organizations to provide information about activities for children/youth and family services that they offer. Space is limited to 30 exhibitors. Confirmation notices will be e-mailed to those 30 exhibitors the week of July 23.

Here is the information in a nutshell:

- Location: Lakewood Middle School, 1135 Lakewood Circle, Salina.
- Booths will be located in the Commons Area at Lakewood.
- Booths should include educational materials and are **strongly encouraged** to be interactive. If you would like to have any give-a-way items, we strongly encourage school supply type items.
- The Back to School Fair will be held **Friday afternoon, August 3** from 3-6 p.m.
- Booths **must** be set up by 2:45 p.m. They can be set up after 11 a.m. and prior to this time on Friday.
- Each booth will have a table with a plastic tablecloth and two chairs.
- **Note:** Checks will not be deposited until after booth space is confirmed.

Attached to this email you will find the policies and procedures for the Back to School Fair, an application form, and a Back to School Fair Policies and Procedures. All of the information for the Back To School Fair may also be downloaded from the Salina Area United Way webpage (<http://www.unitedwaysalina.org/>). The completed **application with payment must be returned to: Central Kansas Extension District, Attn: BTSF, 2218 Scanlan Ave., Salina, KS 67401. Make checks payable to "Greater Salina Community Foundation,"** and place **Back to School Fair in the memo line.**

Applications must be received by the extension office by 5 p.m. **July 13, 2018.** Faxes will not be accepted. Payment must be included with application (payable to the Greater Salina Community Foundation but **mailed to Central Kansas Extension District**). If this deadline is prohibitive to get the application and get a check cut for the booth fee, please contact us and we will get something worked out.

We're looking forward to your participation in this annual community event that reaches over 3,500 Saline County students and families. If you should have questions concerning this event feel free to contact us at the phone number or email addresses listed below. Hope to see you at the Back to School Fair!

Sincerely,

Sarah Maass and Debra Wood
Exhibitor Co-Chairs
K-State Research and Extension
semaass@ksu.edu or dwood@ksu.edu
785-309-5850

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POLICIES AND PROCEDURES FOR EXHIBITORS

Friday, August 3

3:00 – 6:00 p.m.

Lakewood Middle School
1135 Lakewood Circle, Salina

OBJECTIVES OF FAIR

- 1) Provide free school supplies for income-eligible youth in Saline County
- 2) Educate public about services available for youth and families in Salina area
- 3) Provide a variety of free interactive hands-on activities and games for youth and families
- 4) Provide emphasis on the 40 Developmental Assets for youth
- 5) Promote Salina as a “Community That Cares” about its youth and families

ELIGIBILITY – All participating agencies, organizations and clubs should provide a booth that is consistent with the objectives listed above. Vendors are encouraged to provide some type of hands-on, interactive activity as part of their booth display. **The Exhibitor Committee will review all applications and applicants will be notified of their acceptance for this event after July 23.**

SELLING – No selling of products or services will be allowed; however, you may provide educational information about your products and services and the costs associated with them, as well as how persons can access programs and activities offered by your agency. Vendors are encouraged to provide brochures and written materials in English and Spanish.

GIVEAWAYS – We want booths to focus on the educational aspect of their service(s) and provide an interactive hands-on booth. If you wish, you may give out a small prize as part of an activity or game, but no door prizes please. If items are given out we strongly encourage school supply type items. **No registration or gathering of personal information for drawings of prizes will be allowed.** Thank you in advance for your cooperation!

BOOTH RENTAL FEE – A fee will be charged to help defray the cost of providing the booths. One 8’ table, a plastic tablecloth, and two chairs will be provided for each space. **Fees will be \$20/booth for non-profit organizations and \$35/booth for all other agencies/service providers.** The fee should be submitted with the registration form (payable to the Greater Salina Community Foundation and **mailed to K-State Research and Extension’s Central Kansas District**).

If you have any special needs regarding your booth space, please request the desired arrangements on the registration form. Overall space is limited to 30 exhibitors.

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Salina, KS 67401



Please complete the following application form to request booth space at the Back to School Fair, August 3, from 3 p.m. to 6 p.m. at Lakewood Middle School. Non-profit and for-profit youth agencies and services may apply for booth space. In order to be able to reduce the booth fee, there will be no table skirt or curtains to divide the booth space. Each booth will have a table with a plastic tablecloth and two chairs.

Deadline for Exhibitors' Application: *July 13, 2018*

Organization Name:
Contact Person:
Email:
Phone:

Booth Options	Number of Booths	Total
Non-Profit	@ \$20	
Profit	@ \$35	

What Will You Be Doing At Your Booth? _____

If You Need Extra Space For Your Interactive Booth, Please Request That Here:

Number of Outlets Needed: _____

Special Needs: _____

Booth fee must accompany application for booth space. Make checks payable to "Greater Salina Community Foundation," note Back to School Fair in the memo, and send to:

Central Kansas Extension District,
Attn: BTSF, 2218 Scanlan Ave., Salina, KS 67401
No faxes accepted.

Deadline for Exhibitors' Applications:
July 13, 2018

Note: Checks will not be deposited until after the registration deadline and booth space is confirmed.

Office Use Only:

Date Received: _____

Check No.: _____

Amount: _____