

Saline County Back to School Fair

P.O. Box 5040
Salina, KS 67402-5040



POLICIES AND PROCEDURES FOR EXHIBITORS



Friday, August 6

5:00 – 8:00 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 hands-on activities and entertainment 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.

SELLING – No selling of products or services will be allowed; however, you may provide 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 Spanish, too.

GIVEAWAYS – All participating vendors are encouraged to hand out some free items that might be of interest to those in attendance and could help to promote your services. Door prizes will be handled at the individual booths again this year, so if you are interested in giving away a gift certificate or other donated item, please provide a means for conducting your own drawing. Coupons will be given to all attendees to redeem for a free popcorn and drink. **No hard candy or balloons should be distributed to kids (due to risk of choking).**

BOOTH RENTAL FEE – A fee will be charged to help defray the cost of providing the booths. This year we have eliminated the table skirting and curtains that divide the booths to help cut the costs of the booths. **Fees will be \$20.00/booth for non-profit organizations and \$35.00/booth for all other agencies/service providers.** The fee should be submitted with the registration form (payable to the United Way). A limited number of scholarships are available for non-profit agencies or organizations that are unable to pay the fee. To receive consideration for a scholarship, an organization must contact Sarah Maass at semaass@k-state.edu or 309-5850.

If you have any special needs regarding your booth space, please request the desired arrangements on the registration form. Multiple spaces are limited on a first come, first serve basis.