

# Saline County Back to School Fair

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



## POLICIES AND PROCEDURES FOR EXHIBITORS

Friday, July 28

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.

**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. We have eliminated the table skirting and curtains that divide the booths to help cut the costs of the booths. **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 Central Kansas Extension).

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