

Saline County Back to School Fair

June 17, 2024



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 twenty-first 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 1,000 income-eligible Saline County K-8 students, free school and sports physicals, and dental screenings. **The Back-to-School Fair is scheduled from 3:00 to 6:00 p.m. Tuesday, July 23 during the USD 305 Walk-In Enrollment event at Central High 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. Booth space is limited. Confirmation notices will be e-mailed to exhibitors on July 22. If we run out of space checks will be returned to those who do not make the cut-off.

Here is the information in a nutshell:

- Location: Central High School, 650 E Crawford, Salina.
- Details on check-in procedures will be sent via confirmation email on Monday, July 22.
- 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 **Tuesday afternoon, July 23** from 3-6 p.m.
- Exhibitors may set up their booth between 2-3 p.m. on Tuesday.
- Each booth will have one **18" x 6' table** and two chairs provided.
- **Note: Checks will not be deposited until after booth space is confirmed.**

Attached to this email you will find a Back-to-School Fair exhibitors application form and the Back-to-School Fair Policies and Procedures. All of the information for the Back-to-School Fair may also be downloaded from the extension office webpage (www.centrankansas.ksu.edu). 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 in the extension office by 5 p.m. **July 15, 2024**, following the directions above. Faxes will not be accepted. Payment must be included with the application. If this deadline is problematic, please contact Lisa at lmnewman@ksu.edu or 785-392-2147.

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 me at the phone number or email addresses listed below. Hope to see you at the Back-to-School Fair!

Sincerely,
Lisa Newman
K-State Research and Extension
lmnewman@ksu.edu
785-392-2147

Saline County Back to School Fair



POLICIES AND PROCEDURES FOR EXHIBITORS

Tuesday, July 23

3 – 6 p.m.

Central High School
650 E Crawford, Salina

OBJECTIVES OF FAIR

- 1) Provide free school supplies for income-eligible K-8 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 by end of day July 22.**

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 – One 18” by 6’ table 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 office in Salina**).

As you are planning your activity, keep in mind your table space may be all the space you have. If you have any special needs regarding your booth space, please let us know. Overall space is limited, and we may or may not be able to accommodate special requests depending on the number of applications received.

Saline County Back to School Fair

July 23, 2024 | 3 - 6 p.m. | Central High School



Please complete the following application form to request booth space at the Back-to-School Fair. Non-profit and for-profit youth agencies and services may apply for booth space. Each booth will have one 18" x 6' table and two chairs provided.

Deadline for Exhibitors' Application: *July 15, 2024*

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? _____

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 15, 2024

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

Office Use Only:
Date Received: _____
Check No.: _____
Amount: _____