Kids Expo is a free non-profit event presented by Choices for Children, your local Child Care Resource & Referral agency and supported by community sponsors. Families with children ages birth - 10 years enjoy a day of outdoor activities and children’s performances.

Looking for Sponsors - We welcome all sponsors who have an interest in supporting children and families. Choices for Children does not receive any funding for this event so we appreciate all donations. A variety of sponsorship levels are available with benefits and opportunities for recognition. Sponsors should contact us by March 6th, so flyers and advertising can appropriately recognize your support.

Vendors - Any program that provides education, services, or resources for children and families in El Dorado County is eligible to participate. This includes Early Education programs, agencies, recreation organizations, clubs, and non-profits. Product sales are allowed at the discretion of Choices for Children and must be child/family related. See the registration form for fees, information and deadlines.

Registration - To be a sponsor or register to participate in the event, please submit the registration form in this packet. You will be sent a confirmation packet with set up instructions approximately 2 weeks before the event.

Questions - Please contact our Kids Expo Coordinator Stacy Smithee.
Phone: 530-676-0707 E-mail: ssmithee@choicesforchildren.org
Office Hours: Monday - Thursday, 8:30am - 4:00pm and Friday, 9:00am - 12:00pm.

Join us for this important opportunity to connect families with resources and services and enjoy a fun family day.

Choices for Children’s mission is to enrich children’s lives through innovative support, education, and enhanced family and provider services. Our programs put families at the center of a community of support services.
Sponsorship Opportunities

Kids’ Expo is made possible by generous donations from sponsors. Each year Choices for Children seeks sponsors to support the costs of hosting a county wide event that is free to the public. We want to give every family the opportunity to learn about the valuable resources in our community.

Please consider becoming a Kids’ Expo Sponsor or give this sponsorship information to an organization who might be interested in supporting this event.

**Major Sponsor... $2,000**
*Prominently featured in the event program.*
*Logo featured on more than 4,500 event flyers*
*Two complimentary outdoor spaces with pop-up canopies, 2 tables and 4 chairs*
*Logo banner displayed on stage (Up to 8 ft provided by sponsor)*
*Social Media “Meet the Sponsor” highlight post*
*Booth signage 24”x32” with your logo*
*Recognition on the CFC website*
*Perpetual recognition award*
*Complimentary lunch coupons*
*Priority parking*

**Associate Sponsor... $1,000**
*Recognition in the event program*
*Name recognition on event flyers*
*Two complimentary outdoor spaces with 2 tables and 4 chairs*
*Recognition on CFC website & social media*
*Perpetual recognition award*
*Complimentary lunch coupons*
*Priority parking*

**Friends Sponsor .....$500**
*One complimentary outdoor space with 1 table and 2 chairs*
*Recognition in event program*
*Perpetual recognition award*
*Complimentary lunch coupons*
*Priority parking*

**Kids’ Expo Supporter... $250**
*Recognition in event program*

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**Donations**
Donations of any amount are accepted and appreciated.

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To receive full advertising benefits please notify us by March 6th about sponsorships.
Kids’ Expo Vendor Policies 2020

Participation
- All vendors must represent a child or family related agency, or organization. Selling of child/family related products at the event must be approved. Choices for Children reserves the right to deny participation to groups who do not represent the theme or philosophy of this event.
- Participation will be limited to organizations in El Dorado County unless there is no local business offering similar services participating in the event.
- All spaces are on a first come, first serve, paid basis. A space is reserved when we receive your completed registration form and registration fee. There is no refund if you are unable to participate.
- A confirmation letter with set up and parking information will be mailed two weeks prior to the event.
- All participants must refrain from any exhibits which include religious or political endorsements.
- All vendors are required to provide a hands-on activity that is appropriate for children ages 2-10 years. Food vendors are exempt from the activity requirement. Expect approximately 300 children. (see reverse for ideas).
- Liability insurance certificates are required for petting zoo, bounce houses and pony rides. (Due by April 16th)
- Give-aways are allowed but do not satisfy the requirement for a hands on activity.

Health & Safety
- All children must be treated appropriately and with respect.
- Children must be accompanied by an adult at all times. The information booth will house lost & found, and will be at the Choices for Children booth. All booth volunteers should know this information.
- No candy give-aways or use of candy for activities. (This event promotes health & wellness.)
- Balloons may be passed out with caution. A balloon caution sign will be given to booths handing out balloons.
- No smoking or alcoholic beverages are permitted throughout the duration of the event.
- No pets are allowed at the event unless they are service animals.
- Those organizations distributing food must provide some healthy food choices, have menus approved by a Choices for Children nutritionist, and obtain a health permit through Environmental Management. (530) 621-5300.

Set-Up: Saturday 7:30 am—9:30 am.
All unloading must be completed by 9:30 am and cars parked in designated parking areas. No vehicles may be parked in exhibit areas during the event.

Outdoor spaces will be approximately 12’ x 12’. Vendors must provide their own tables, chairs, canopy or any other provisions necessary for weather protection. This is a rain or shine event. Please come prepared. Electricity is available but not in all spaces. Please indicate the need for electricity on the registration form so you can be placed appropriately. You must provide your own 3 prong, 12 gauge extension cord.

Clean-Up - No tear down of booths prior to 2:00 pm - even if you run out of materials. Tear down begins at 2:00 pm. Early tear down is unsafe and may result in denial of participation at future events. Remove all items. Any items left will be discarded by the fairgrounds and any clean-up fee assessed will be the responsibility of the vendor.
El Dorado Fair and Fire Marshall Requirements

The following provisions shall be applicable to all show and/or exhibits:

1. All decorative materials, such as but not limited to, drapes, signs, banners, overhanging table cloths, hay, straw, moss, plastic cloth, canvas, cloth, cardboard, leaves, and similar combustible materials, shall be made from a non-flammable material or treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the Fire Marshall.
2. Materials that cannot be made flame-retardant are prohibited.
3. Literature on display shall be limited to “reasonable” quantities.
4. Aisles and Exits shall be maintained clean, clear and free of obstructions.
5. Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and unobstructed at all times.
6. Booths, stands, and other like construction shall be substantial and fixed in position in specified areas (according to approved plans) for the duration of the show and/or exhibit.
7. Electrical extension cords shall be approved three wire grounded type capable of carrying the intended ampacity of the combined appliances and shall not be affixed to structures; extend through walls, ceilings, floors, under doors or floor coverings; or be subject to environmental or physical damage.
8. Smoking is prohibited in all buildings, public display areas, stages, restrooms, assembly areas and where posted "No Smoking".
9. The show manager shall be responsible for adequate rubbish removal.
10. Vendors shall maintain their respective areas clean of combustible rubbish.
11. All tents, awnings and fabric enclosures shall be labeled flame-resistant or flame resistant treated as approved by the Fire Marshall.
12. Heating and cooking equipment shall not be located within 10 feet of exits, aisles, passageways or combustible materials. Outdoor cooking that produces sparks or grease-laden vapors shall not be within 20’ of tents or canopies.
13. All compressed gas cylinders shall be secured in the upright position. (chained)

Special note: The Fire Chief (or his authorized representative) upon finding any overcrowded conditions; or obstruction in aisles, passageways or other means of egress (exiting); or upon finding any condition which constitutes a serious threat to life, shall cause the performance, presentation, or entertainment to be stopped until such conditions or obstruction is corrected.

Special note: Any automobile, truck, motorcycle, or other motorized vehicle displayed, shall have it’s batteries removed or battery cables disconnected and its fuel supplies reduced to not more than one quarter tank full. All motorized vehicle tanks, which have ever contained fuel, shall be furnished with a locking type cap or sealed with tape. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

Periodic fire and life safety inspections shall be conducted by the El Dorado County Fire Protection District and may include:

• Inspections with the “Show Manager” or authorized representative prior to move-in/set-up period to insure fire hydrant and emergency vehicle access and egress.
• Familiarization and pre-incident planning.
• On-going site and vendor inspections to insure compliance of fire and life safety requirements of Titles 19 and 24 of the California Code of Regulations, National Fire Protection Association and California edition of the International Fire Code.
• During closing and removal of exhibits to insure emergency access and egress.

Any problems or violations shall be corrected immediately. Non-compliance shall be grounds for possible citation and/or removal. The show or exhibit manager may be notified to assist in obtaining compliance. Fire and life safety shall be the basis for any alternatives in conformity with applicable laws and ordinances. Direct any questions or comments to Fire Prevention Bureau or the Administrative Office at (530) 644-9630. Your cooperation is greatly appreciated in anticipation of a successful, fire safe event.
Hands-On Interactive Booth Activities

The popularity of Kids’ Expo is due to the variety of free and fun activities available for children. Vendors are required to provide an age-appropriate hands-on activity. This gives families a fun and educational experience while giving vendors an opportunity to offer information about their programs or services. Plan for approximately 300 children.

Tips for Success
- Be Creative. The more interactive and open ended your activity the more children and families will be drawn to your booth. Coloring pages generate the least interest and are not developmentally appropriate for young children so please avoid their use. Giving away free or promotional items is allowed but is not a substitute for an interactive activity.
- Plan for at least 2-4 children to be able to participate in your booth at one time. Lines will be long if only one child at a time can participate.
- An effective marketing strategy is to have your activity related to who you are or what you do.
- If you need ideas or have questions about booth activities, please call Stacy at 530-676-0707 or e-mail ssmithees@choicesforchildren.org

Ideas

<table>
<thead>
<tr>
<th>Physical</th>
<th>Sensory</th>
<th>Science</th>
<th>Motor Coordination</th>
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<tbody>
<tr>
<td>Obstacle course</td>
<td>Play dough</td>
<td>Planting</td>
<td>Puzzles</td>
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<tr>
<td>Balance beam</td>
<td>Magic Touch Bags</td>
<td>Color mixing or Kaleidoscopes</td>
<td>Matching games</td>
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<tr>
<td>Tossing bean bags or soft balls</td>
<td>Sand play</td>
<td>Tornado bottles</td>
<td>Fishing game</td>
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<tr>
<td>Ring toss</td>
<td>Flubber or Gak</td>
<td>Ocean motion bottles</td>
<td>Stringing necklaces</td>
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<tr>
<td>Rent a bounce house</td>
<td>Ice Blocks w/rock salt &amp;</td>
<td>Magnifying glasses to look at</td>
<td>Golf tee hammering in styrofoam</td>
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<tr>
<td>Rolling balls down plastic</td>
<td>food coloring or liquid water color</td>
<td>interesting objects</td>
<td>Pegboards</td>
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<tr>
<td>gutsers or cardboard tubes</td>
<td>Sensory Play Tables or</td>
<td>Magnets</td>
<td>Lacing</td>
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<tr>
<td>Dancing</td>
<td>bins for scooping, filling,</td>
<td></td>
<td>Nesting Cups</td>
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<td>Parachutes</td>
<td>dumping, and pouring</td>
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Dramatic Play
- Car or train tracks
- Blocks or building materials
- Costume dress up
- Puppets
- Plastic Animals in a setting
- Small Worlds - a miniature play scene with small figurines and objects - little-worldsbigadventures.com/

Art
- Stamping
- Sticker art
- Colored tape collage
- Water color painting
- Chalk art
- Crayon rubbing
- Tracing stencils or objects
- Cut paper designs
- Wet felt pens

Sensory Play Tables or bins for scooping, filling, dumping, and pouring
35th Annual Kids’ Expo Registration Form

□ Organization Name: ___________________________________________________________________________

□ Contact Person: ______________________________________________________________________________

□ Mailing Address: ______________________________________________________________________________

□ Phone #: (Day) ______________________  □ Email______________________________________________

□ Organization Website:__________________________________________________________________________

Name of hands-on activity:________________________________________________________________________

Bounce houses and petting zoos require a separate liability insurance certificate due by April 16th.

We will be publishing a program that includes your organization's contact information. Please check the boxes above indicating what contact information you would like included in the program.

Sponsorship Levels; Major & Associate Sponsors receive 2 complimentary spaces. Friends sponsors receive 1 complimentary space.

□ Major Sponsor $2,000  □ Associate Sponsor $1,000  □ Friends of Kids’ Expo $500  □ Supporter $250  Other - $________

Early Bird Registrations: Due by April 6th (Late Registration after April 6th is $100 per space)

□ Outdoor Space/s - $80 per space 12’x12’ (You must provide your own table if not rented, chairs, canopy, & sun or rain provisions)

□ 6ft Table Rental - $10

□ Performance time - $25 (Free with purchase of an vendor space. Performances on outdoor stage)

□ Electricity - Available with advance notice. You must provide your own 3 prong, 12 gauge extension cord.

□ Total

I have read all Kids’ Expo Policy and Fire Regulations and fully agree to follow all policies and regulations.
I understand that this is a rain or shine event and no refunds are available.
A space will be reserved when registration and payment is received.

Signature: _____________________________________________  Date: _______________________

Checks payable to Choices for Children may be mailed or delivered to:
Choices for Children, 3161 Cameron Park Dr. Ste. 101, Cameron Park, CA 95682

Credit Card registration options: Phone 530-676-0707  Fax 530-676-8416  Visit office

Cardholder’s Name_________________________________________  Billing zip code___________

Credit Card#______________________________________________  Expiration Date:______________________

Security Code_____  Amount:___________________  Date:______________________

Text receipt to:_____________________________ or E-mail to___________________________________________