

It's time for our 35th Annual
**Children's Creative Arts &
Education Fair at
MVCC, Utica Campus**

April 26th 2014

"LEARN THROUGH PLAY"



Cornell University
Cooperative Extension
Oneida County



**121 Second Street
Oriskany, NY 13424**

Telephone: (315) 223-7850
Toll-free: 888-814-KIDS
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www.cceoneida.com/child-care

With Offices At:

Herkimer County DSS

301 N. Washington St.
Herkimer, NY 13350

Telephone: (315) 867-1555
Fax: (315) 867-1528

Madison County DSS

PO Box 637, N.Court St.
Wampsville, NY 13163

Telephone: (315) 361-1890
Fax: (315) 366-2720

Oneida County DSS

209 Elizabeth Street
Utica, NY 13501

Telephone: (315) 731-3426
(315) 798-5811
Fax: (315) 266-6188

March 10th, 2014

Dear Friend,

The Child Care Council of Cornell Cooperative Extension is once again holding its annual Children's Creative Arts and Education Fair at Mohawk Valley Community College, Utica Campus on **Saturday April 26th, 2014** from 11:00 am until 3:00 pm.

The purpose of the fair is to provide children ages 2 to 12 with interactive educational and creative arts activities, while at the same time offering parents a forum at which they can receive information on the many wonderful services offered to them and their families.

If your organization provides a service that benefits children, families or adults (who will attend with their children), you are invited to participate! I invite your organization to take part in the Fair by hosting a booth that provides a hands-on activity for children. You are also welcome to provide information on your organization's services. In previous years we had as many as 500 people in attendance. As a participant, you will receive free publicity as well as have mention in our brochure, so this is truly a great way to advertise your program!

Please note that in keeping with the theme of a "creative arts" fair, you MUST provide an activity for children at your booth. Please keep in mind that loose food, open liquid or sand activities are prohibited in the facility.

We hope that you will be part of what we anticipate to be the most successful fair yet! To participate, please fill out the attached registration form and return it to me at the Child Care Council by Monday, April 7th, 2014. If you have any questions, please contact me at (315) 223-7850 x 230.

Thank you in advance for your support of our community's children and families. Hope to see you on April 26th!

Sincerely,

Courtney Jenne
Public Relations Sr. Asst./Corporate & Community Relations
(315) 223-7850 x 230
caj88@cornell.edu

Cornell Cooperative Extension provides equal program and employment opportunities.

Please contact the Cornell Cooperative Extension of Oneida County office if you have any special needs.

Children's Creative Arts & Education Fair

Thank you for agreeing to participating in this collaborative event on Saturday, April 26, 2014 from 11 a.m. to 3 p.m. at Mohawk Valley Community College Field House, 1101 Sherman Drive, Utica, NY 13501 (parking available behind field house off Armory Drive). To complete your registration and reserve a booth at this event, please complete this form and return it to the Child Care Council no later than Monday, April 7th. **PLEASE!** Don't sign up if you cannot commit to the entire time from 11 a.m. to 3 p.m. (Those booths that close up and leave early will not be invited back next year.)

NAME OF PROGRAM _____

ADDRESS _____

CONTACT PERSON _____

CONTACT PHONE _____ CONTACT EMAIL _____

Number of: tables needed _____ chairs needed _____

Though space and electric is limited, we will do our best to accommodate your needs. Please bring your own extension cords if needed.

Please describe the creative arts, science or other hands-on activity that your program is planning on doing. No large motor activities, and please make sure all materials used are non-toxic! Please keep in mind that loose food, open liquid or sand activities are prohibited in the facility.

Also list any special space requirements you need (electrical outlet, etc.).

EACH PROGRAM IS RESPONSIBLE FOR ITS OWN ACTIVITY!! The MVCC Field House will be open at 10a.m. to provide organizations with enough time to set up their booths. Please have your booth set up and ready to go before the Fair begins at 11 a.m. Please bring a table covering for your table. Programs are responsible for cleaning up their area after the Fair ends at 3 p.m. Please be sure you have staff staying after the Fair ends to clean up your group's area!

I _____ am agreeing to participate in the above named event on Saturday April 26th, 2014 and guarantee that our booth will be set up and maintained from 11 a.m. to 3 p.m., providing activities for attendees.

PLEASE SIGN and RETURN THIS COMPLETED FORM, WITH A CERTIFICATE OF LIABILITY INSURANCE NAMING CORNELL COOPERATIVE EXTENSION AS THE CERTIFICATE HOLDER, BY MONDAY, APRIL 7th, TO:

The Child Care Council of Cornell Cooperative Extension **Attn: Courtney Jenne**
121 Second Street
Oriskany, NY 13424
Fax: 223-7855

For additional information, contact Courtney Jenne at 223-7850 x 230 or caj88@cornell.edu