



PO Box 711, Fort Collins, CO 80522 | www.motherscenterfc.org

Dear Local Parent Resource,

November 1, 2011

Our annual **Preschool & Kids' Activities Fair** will be held on Saturday, February 4, 2012, from 10 a.m.-1p.m. We invite you to participate in the event as a vendor. This year we are combining the two fairs (the Preschool Fair and Summer Activities Fair) into one convenient event. Parents of children of all ages can gather information from a variety of resources. Thanks to an increase in vendors, the fair will be held at the newly remodeled Lincoln Center, in the West Canyon Ballroom. It's a beautiful space that is sure to attract families from all over the city!

The fair is a free community service offered by the Mothers' Center. We'll be adding a new feature to draw in more local families - a kids' clothing swap! Here's how it works: families bring clothes they no longer want, sort it on tables by size and gender, and anyone is welcome to take anything they need. The Mothers' Center has been running swaps like these for the past four years with great success, usually drawing in 250 families.

The Preschool & Kids' Activities Fair will be heavily promoted in the *Coloradoan*, the *Recreator*, radio stations, community websites and gathering places, and a Facebook Events page. Of course, the event will also be advertised on our frequently visited Mother's Center website where we list all fair participants. Please feel free to put a link from your company or group website to ours. Ideally, vendors will also list the fair on their school calendars, newsletters, websites, Facebook pages and Twitter accounts to attract an even wider audience. We've attached an advertisement in PDF form at the end of this letter for your convenience.

The cost to participate in the Fair is \$75. Please complete your registration online:

<http://www.motherscenterfc.org/fairregistration.php> and make your payment there through PayPal. For our old school vendors, you may complete the registration form below and **return it no later than Friday, December 23rd** to the address below, along with your check made payable to the Mothers' Center. Tables are secured when payment is received. Each participant gets a rectangular 3' x 6' banquet table, which will be set up for your convenience. However, no table coverings will be provided. Set-up time starts at 9 a.m. All vendors must have their tables set up by 10 a.m. and **staff their tables for the entire three hours**. Last year, 200+ families attended this event (we anticipate even more at the new location), so please keep this in mind when preparing any handouts.

In lieu of purchasing a table, you may have your brochures included in bags handed out to families at the door (\$25 fee). Brochures must be **mailed to our PO Box by Friday, January 20th, 2012**. Contact the Fair Coordinator below if this is a problem. If you need further information, please contact Fair Coordinator Elizabeth Sink at MothersCenterFC@gmail.com or by phone at 970-443-3646.

Sincerely,

Elizabeth Sink, Fair Coordinator
Mothers' Center of Fort Collins



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Preschool & Kids' Activities Fair Registration Form

Business Name: _____

Business Address: _____

Contact Person: _____

Contact Phone Number: _____

We must have a phone number for the person(s) running the table that day.

E-mail Address: _____

Yes, we would like to participate in the Fair. Enclosed is our check for \$75.

Yes, we would like to participate in the brochures option for the Fair. Enclosed is our check for \$25.

Yes, we would like to participate in BOTH the Fair and the brochure option. Enclosed is our check for \$100.

Comments, Suggestions & Special Requests:

Please note: We will do our best to accommodate special requests regarding placement, outlet access or other needs. These requests will be handled on a first-come, first-served basis. **The Lincoln Center does not allow anything to be hung on the walls (tape, tacks, or otherwise).** Please make sure all materials are hung from, or placed on an easel beside (or on) your table. A limited number of easels are available by request – contact MothersCenterFC@gmail.com to put in a request.

Please return this portion of the letter with your check, made payable to the Mothers' Center by Friday, December 23, 2011.

Mothers' Center of Fort Collins
Attn: Preschool Fair
P.O. Box 711, Fort Collins, CO 80522