



Festival on the Green Children's Fair Participant Guidelines

Festival on the Green Children's Fair Committee Seeks Activity Sponsors

UWF's Festival on the Green Children's Fair is a free event for kids of all ages to experience fun activities, games and crafts. The Children's Fair Committee is looking for **UWF employees and students** as well as **area businesses and organizations** to get involved and sponsor activities to make this year's Children's Fair better than ever. An activity can be anything fun for kids to watch, do, make or play. UWF employees, students, as well as area organizations and businesses, willing to sponsor an activity are encouraged to apply. **Please visit the website and fill out an application today!**

Participant Guidelines:

1. An activity sponsor is responsible for an activity from beginning to end, including recruiting volunteers to help him/her, gathering and bringing supplies necessary for the activity, setting up and breaking down the activity and cleaning up their assigned space after the fair is over.
2. Activity examples include crafts, carnival-like games with prizes, music, making balloon animals, face painting, golf putting green, petting zoos, etc.
3. Participants may pass out applicable business/organization information to Children's Fair attendees.
4. There is no charge for space, tables, chairs or electricity to sponsors wishing to participate at the Children's Fair.
5. Participants may not solicit donations from Children's Fair attendees.
6. Participants may provide free gifts or prizes to Children's Fair attendees.
7. Businesses are encouraged to volunteer their services. Businesses who wish to charge for services must provide a quote addressed to UWF Foundation along with this application.
8. Space and funds are limited; applications for participation will be reviewed by the Children's Fair Committee on a first come first serve basis.
9. Electricity requests will receive one outlet. Participants are responsible for bringing extension cords and power strips.

UWF Employee and Student Participants only:

10. UWF employee and UWF student activity sponsors wishing to purchase supplies for their activities should contact the Chairperson of the Children's Fair Committee first to ensure funds are available.
11. UWF employee and UWF student activity sponsors who wish to request reimbursement for supplies purchased using their personal funds, original receipts must be provided to the Chairperson for a request for reimbursement to be processed.

Just Want to Volunteer?

If you cannot sponsor an activity, but would be willing to help out at the fair, please volunteer and we will set you up with activity sponsors who need help.

For more information: The committee is here to help you help us. If you or anyone you know would be interested in volunteering, or for more information, please contact any of the committee members listed on the Children's Fair web site: <http://www.uwf.edu/festival/children.cfm>.