



Family Resource Fair

Berea PTA Council • 390 Fair Street • Berea, Ohio 44017

To Whom It May Concern:

My name is Jenny Cholley and I am the President of the Berea PTA Council. We invite you to join us for our First Annual Family Resource Fair on Saturday, March 10, 2018 from 9:00 a.m. to 12:00 p.m. at the Middleburg Heights Recreation Center located at 1600 Bagley Road, Middleburg Heights, Ohio 44130. The overall goal is to invite companies and organizations from in and around the community to advertise the different resources available for children aged preschool - 12th grade. Oftentimes, parents want to sign children up for an activity or have developmental concerns but do not know who to contact. Sometimes, families don't even know programs or resources exist! This fair is for children of all abilities, from typical to not so typical.

We are asking each vendor for a payment of \$25.00, payable by check only please. Your payment guarantees a 6 foot table for your display, a listing in our directory and flyer, and an advertisement of the event within the school district and surrounding communities. A flyer will be sent to every family within our district (6,000 children) and we will ask surrounding districts to do the same. Additionally, we will advertise this event in the local Sun Newspapers.

Space is limited for this event. All forms must be returned by **February 1, 2017** to guarantee a spot. Please complete the attached form and return with a check or money order made payable to:

Berea PTA Council
390 Fair Street
Berea, Ohio 44017

If you should have any questions, please contact me at (216) 409-6990 or jenny.cholley@att.net.

Cordially yours,

Jenny Cholley

Jenny Cholley
Berea PTA Council President



Family Resource Fair

Saturday, March 10, 2018 from 9:00 a.m. to 12:00 p.m.

Middleburg Heights Recreation Center

1600 Bagley Road, Middleburg Heights, Ohio 44130

EXHIBITOR REQUIREMENTS FORM

DUE: Please complete and **return to** Berea PTA Council, 390 Fair Street, Berea, Ohio 44017 no later than **February 1, 2017**. Thank you! Please contact Jenny Cholley with any questions at (216) 409-6990 or jenny.cholley@att.net.

Vendor Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Check #: _____

(At this time, we can only take checks or money orders.)

Grade level of interest: _____ Pre-K _____ K-4th _____ 5th-8th _____ 9th-12th

A 6 foot **uncovered** table and two chairs will be provided in your space. Wi-Fi is available in the facility. Will you require an electrical outlet? (This is first come-first serve) ____ Yes ____ No

Please make a statement between 50-75 words describing your organization for our directory.

Set-up: A detailed confirmation with directions, parking, and times for arrival/set-up/tear-down, etc. will be sent to you prior to the event.