



2010

HISTORY & ENVIRONMENTAL FAIR

Dear Exhibitor,

The Shawnee County Conservation District and the Kansas Historical Society are sponsoring the **12th Annual History & Environmental Fair**. **We invite you to participate as an exhibitor in this free event.**

The Fair targets students in grades 4 through 6 in Shawnee and surrounding counties, however it is open to all students and the public as well. We expect about 30 schools and 900 students to attend. We're confident that you are able to adjust your discussion to fit the level and size of each group that visits your exhibit. We will send you more firm student numbers closer to the event.

The Fair will be held on **Thursday, April 15, 2010**, at the **Kansas Museum of History**, Topeka, Kansas, from 9:00 AM to 3:00 PM. Please do not take down your exhibit before 3:00 p.m.

This is an outdoor event, but please let us know if you need to be indoors. We plan to provide you with a map indicating your exhibit location the week prior to the Fair. We will furnish electricity, tables and chairs for your display area. You will need to bring your own extension cord.

We highly recommend you have two people staff your exhibit to keep it running while one of you takes a break or goes to lunch. It will be a much easier day for you if you have a partner.

We emphasize about 10-minute hands on activities. Students retain your information more when they can associate it with a fun activity in which they participated. If you need an activity, we can find one for you. Please indicate on the exhibit registration form that you would like some ideas. We can tailor them to your organization and to what you will enjoy and be fairly comfortable doing.

New



There will be an information booth for teachers to pick up material that you would like distributed. Please keep handouts age-appropriate or classroom related. We will assemble the bags before the event instead of that day so please drop items off or send them to the Conservation District office (address below.) If you need us to pick up items, please let us know ASAP. We ask that you provide for 50 teachers and/or 900 students. Extra material will be returned to you at the event. **We will need handouts by March 31.**

Please complete the registration form and return it by March 31, 2010.

When you register to exhibit we will send you confirmation and any updated information. We want to encourage new programs or referrals to improve participant numbers. If you know someone who would like to be an exhibitor at the Fair please share a copy of this letter with him or her.

Judy L. Boltman

District Manager
Shawnee County Conservation District
3231 SW Van Buren St., Suite 2
Topeka, Kansas 66611

Phone: 785-267-5721, ext. 3
FAX: 785-266-8293
Email: judy@sccdDistrict.com