

# REGISTRATION FORM FOR DAY OF THE CHILD

Submit by March 6, 2020

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail (print carefully) \_\_\_\_\_

\_\_\_\_\_ **Leave table uncovered**

Please check what you need:

\_\_\_\_\_ Electricity \_\_\_\_\_ # of spaces with 1 table & 2 chairs

\_\_\_\_\_ # extra chairs @ \$1.00 per chair



Briefly describe the **fun** display/activity/craft (**interactive please**).

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**Please NO candy, balloons, or pop (think healthy & Safe😊)**

Please list special requests (example - extra space w/ no table or chairs):

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We provide a small sign; please list what you want it to say -

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Please mail Registration with fee to:

**Community Action - Day of the Child**

**2850 Mt. Pleasant St. Suite #108, Burlington, Iowa 52601**

Questions or ideas? Call 753-0193, ask for Tamee.

E-Mail [tamee.decoursey@caofseia.org](mailto:tamee.decoursey@caofseia.org)

# \_\_\_\_\_ Spaces x \$25.00 \_\_\_\_\_ Chairs x 1 .00 = \_\_\_\_\_ check enclosed (we cannot accept credit cards)

\_\_\_\_\_ bill us

# Mall Rules

- Have booth ready to go by 12 p.m. Sunday.
- Keep your booth neat, clean, and organized (don't have personal drinks and foods on your booth table).
- Keep music and volume **LOW**, limited to your immediate area.
- No balloons, candy, or pop as they can be choking hazards.
- All signage must be professionally printed.
- No selling or items or money exchanges.
- The mall and Community Action are not responsible for lost, stolen, damaged, items.
- If using electricity, bring a **HEAVY DUTY** electrical cord.
- All dolly's/carts must have rubber wheels. The mall does **NOT** provide them.
- Do not attach items to mall property.
- Keep a clearance of at least 15 feet from store front or kiosk.
- If you will have a food activity, you must have a food permit from the Department of Health.
- There is no parking in the fire lanes at any time. We suggest you have someone with your vehicle for unloading/loading who can immediately move your vehicle to avoid a ticket.
- Report any concerns to the **Community Action Booth**
- Find a way to make your booth colorful and unique so it stands out!
- Parents have expressed that they like "make and take" items to just grab and take home to complete. Be sure your logo, name, and contact information is on as many materials as possible.

# Day of the Child Tips

- Have a knowledgeable person at your booth who is actively talking with people about your program/services. Draw people in!
- Create a fun, attractive booth that clearly identifies who you are.
- **Do not take down your booth until after 4 p.m.**
- Do advertise your agency/organization as being at Day of the Child in the media & help by posting fliers and handing them out.
- Watch carefully for lost children. Keep them at your booth until they are found or bring them to the middle of the mall at the clock.
- Have a fun, hands-on activity if you want your booth to be well visited.
- Have abundant help with your activity so professionals from your organization/business can talk with people.
- Rotate people so no one person has to be present the entire afternoon.
- If someone is not in need of your services, they may know someone who is! Point this out to them and encourage them to take information.
- **Most of all...have fun!**

**Smile!**

