

# 4-H Foundation Carnival and Artisan/Craft Show Festival Information



Events

**Chairmen:** Rod & Beth Johnson - 667-1112

**Extension Office Contact:** Kathy Wolfe - 498-6000

## Details:

March 24, 2007

11:00 a.m. - 7:00 p.m.

First National Bank Exhibition Halls

"The Ranch" (Larimer County Fairgrounds and Complex)

## Special Events:

Craft Show

Bake Shop

Three Live Auctions: 2:00, 4:00 and 6:00 p.m.

## Door Prizes Drawings held every ½ hour:

### Grand Prizes

(From Larimer County Food Markets)

1 - \$150 shopping spree

2 - \$100 shopping sprees

2 - \$75 shopping sprees

2 - \$50 shopping sprees

## What's New for 2007?

1. Carnival hours will be 11:00 a.m. to 7:00 p.m. Setup times will be 12:00 (noon) - 8:00 p.m. on Friday, March 23, and from 8:00 - 11:00 a.m. on Saturday, March 24.
2. Craft show hours will be: March 24, 9 a.m. – 6:00 p.m.

## Tickets Sales Information:

### Advance Ticket Sales:

Selling advance tickets is the best assurance the Carnival will be a financial success. Clubs selling tickets will receive 10% of the money taken in. The more tickets you sell, the more money your club makes!

### Ticket Quota and Policy:

Tickets will sell for \$1.00 and the quota is 15 tickets per 4-H member. Foundation policy reads as follows: A quota of at least fifteen (15) tickets at \$1.00 per ticket is set for each 4-H member in Larimer County. A 4-H member must sell 15 tickets in order to receive financial support from Larimer County 4-H Foundation. This policy is on an individual basis so club members doing their share will not be penalized by those who don't.

Members belonging to two or more clubs may credit their ticket sales to each of the clubs."

This policy does not exclude members from any of the scheduled 4-H activities and contests. If a member does not sell the quota, they will have to finance his/her own participation. This applies to 4-Hers wanting to receive financial support for judging trips, scholarships, exchange trips, camping trips, annual 4-H Conference or any other Foundation support.

**The ticket check out sheet turned in by the leaders will be the official record to determine if a member has sold his/her 15 tickets.**

### **Procedures for Selling Tickets:**

Each 4-H member should sell as many tickets as possible and not limit themselves to 15 tickets. Some members have sold as many as 1000 tickets in the past! There are cash awards for the 4-H member selling the most tickets (\$50.00 for first, \$40.00 for second, \$30.00 for third, \$20 for fourth, and \$10 for fifth - tenth). There is a \$50.00 award for the club with the highest average sales per member.

Members selling tickets should tell the customer what the money is used for. For example, it is used to help 4-H members attend 4-H Conference, State and National trips, 4-H pins to members and leaders, for Achievement Night, judging trips, camping, educational programs and scholarships.

The three-part tickets sell for \$1.00. The right-hand portion should have the buyer's name and complete address. This portion should be torn off and kept by the 4-H member selling the tickets. Please tell the customer the middle portion of the

three-part ticket can be exchanged at the door for five 10¢ tickets to play the Carnival booths. The left-hand section of the ticket is kept by the buyer for the door prizes and can be used at Johnson's Corner in Loveland. After selling the tickets, members need to turn their money and ticket stubs in to the club leader. Leaders need to place stubs in the door prize drawing box in the Exhibition Building by 11:00 a.m. on March 24, if possible.

### **When/Where to Turn in the Ticket Sales Money:**

Ticket money needs to be turned into the Ticket Office in the East Exhibition Hall on Carnival Day (March 24). Members need to turn their money in to their Leader before Carnival so all their club's money can be turned in at one time. All Ticket money must be turned in by April 10, for the Clubs to receive their 10%. Clubs are financially responsible for the unsold tickets not returned.

## **Booth Information**

### **Booth Proceeds:**

In addition to 10% from ticket sales, clubs setting up and operating a booth will receive a \$25 bonus (**if the booth request is postmarked by March 1**) plus one-half of the booth's proceeds. The booth income will be computed after the major Carnival expenses are paid (police protection, door prizes, etc.).

### **Reserving a Booth:**

**All clubs** (even if you have the same booth as last year) must send their reservation in writing to 4-H Carnival, c/o Ed & Diane Aitken, 5000 Norwood Avenue, Loveland, CO 80538. (Phone - 669-6327)

**by March 1st.** Please use the form enclosed with this letter.

Clubs may have their own booth/s or join forces with another club to operate a booth. If you are looking for another club to work with, contact the Extension Office. Act quickly if you want the same booth as you had last year. Clubs may have as many booths as they want; however their booths may not all be in the same location. We also need to know if you need additional space for outdoor activities. These activities will be set up in the 4-H Parking lot this year. The Foundation Booth Reservation Committee has the right to refuse

and/or to require changes in booth operation.

### **Booth Games and Prizes:**

All club booths must feature some type of game or food product. Booths offering games must provide participants a prize each time they play. **Club/s will not be allowed to hold club fund raisers or raffles within the Carnival setting.** Past figures show that booths that have "hands-on" types of games and/or activities are most successful.

Clubs doing food booths should offer snack items such as cotton candy, popcorn, ice cream, candy, pickles, jerky, etc.

Clubs are responsible for providing prizes (homemade or purchased), trinkets, decorations, candy or whatever they plan to use for their booths. (Enough prizes should be secured to operate the entire 8 hours).

### **Solicitation of Booth Prizes for Clubs:**

There is to be **no solicitation** of businesses by 4-H members, leaders or parents for Carnival or any other 4-H Foundation-sponsored activity. If a 4-H club and/or member do solicit prizes, the club will lose 25% of their booth proceeds. The Foundation contacts businesses and individuals for financial support for the overall 4-H program throughout the year. Also, businesses and individuals are

contacted to support the Junior Livestock Sale and County Fair Awards. (The Board has had many comments from businesses that they cannot support all of the requests they receive.) In order to keep the 4-H image intact and to not jeopardize the current level of support, individuals and clubs must follow this policy.

### **Booth Set up and Tear Down:**

Clubs are responsible for setting up and taking down their booth and cleaning up the area. Failure to take down and clean up will result in loss of the club's proceeds. The building will be open from 12:00 (noon) - 8:00 p.m. on Friday (March 23), and 8:00 - 11:00 a.m. Saturday morning (March 24) for booth setup. Booths must be in place and ready for operation by 11:00 a.m. and remain open until 7:00 p.m.

Booth space will be approximately 10' x 10'. Tables and chairs will be available, but you need to provide the rest of your materials. The Carnival Committee strongly urges all clubs to build their own booth with their own materials. The dividers in the Exhibition Hall cannot be used! If you have questions, please call Ed Aitken or Rod Johnson. If your booth needs electricity, please indicate that on the registration form. Since the floor is concrete, there is no way to attach booths to the floor. Don't hang items from the ceiling or put staples in the slot walls. No straw, hay or sawdust is allowed.

### **Clubs Not Having a Booth:**

If your club does not have a booth, you can certainly sell tickets (clubs' receive 10%), bring homemade candy, cookies, fruit pies for the Bake Shop, work in the Bake Shop or on other committees, and provide door prizes and/or auction items. Let's try to have 100% participation!

### **Ticket Boxes:**

Each club is **responsible for providing their own box** to collect tickets. No boxes will be provided by the Foundation.

### **Special Note:**

The Foundation is only responsible for activities held during the Carnival 11:00 a.m. - 7:00 p.m. Activities held before or after the Carnival is the responsibility of the sponsoring group. Also, no animals are allowed at Carnival other than those used as service animals.

**Cloverbuds:** Cloverbuds are not required to sell Carnival tickets but are encouraged to do so. Tickets are not checked out to Cloverbud members, but they are encouraged to sell them. Please obtain tickets from your club leader or the Extension Office.

## **Carnival Central Committee Needs Help:**

Additional help is needed on the Carnival Central Committee. Please contact Rod Johnson if you can serve on any of these committees: 1) Buildings/Grounds/Security/Safety; 2) Booths (floor arrangement, setup, tear down); 3) Bake Shop; 4) Script Tickets; 5) Auction and 6) Craft Show (this area will need a lot of additional help). Please contact Rod Johnson or the Extension Office if your club would like to do this.

## **Bake Shop Information:**

Each 4-H family is asked to bring a fruit pie, cake, cookies or a plate of homemade candy for the Bake Shop. When preparing baked products for Carnival use, please think about food safety. Some things to remember are: (1) Follow proper personal hygiene and sanitary practices; (2) Make sure your kitchen and other areas are exceptionally clean; (3) Wash your hands frequently, especially when you leave the cooking areas to do other things; (4) Tie your hair back; (5) Do not make cream pies, cakes or other foods that need refrigeration; (6) Wrap or seal items tightly; (7) Keep pets and insects out of food preparation area.

# Sign-up Schedule for Carnival Bake Shop

Return before March 10, 2007

Please return to Rod Johnson, 2307 South Co Rd 7, Loveland, CO 80537 or call Rod at 667-1112

The following people will be able to help in the Bake Shop:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Preferred work times (check time):

\_\_\_\_\_ 9:30 a.m. to 12:00 noon

\_\_\_\_\_ 4:00 to 6:00 p.m.

\_\_\_\_\_ 12:00 noon to 2:00 p.m.

\_\_\_\_\_ 6:00 to 7:30 p.m.

\_\_\_\_\_ 2:00 to 4:00 p.m.

4-H Club \_\_\_\_\_

# Booth Reservation

Every Club Must Make Booth Reservations

**Carnival Booth Reservation** - Return to Ed & Diane Aitken, 5000 Norwood Avenue, Loveland, Colorado, 80538, by **March 1**. If reserving two booths, please specify your first choice and second choice. (Phone – 669-6326)  
(Each club receives a \$25 bonus if this form is postmarked by March 1)

**Booth Name** \_\_\_\_\_

**Club** \_\_\_\_\_

**Leader** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

Please give a description of your booth. (All booths are approximately 10' x 10' (no exceptions).

Please show a brief sketch of the layout of your booth. (This is to prevent similar booths from being placed next to each other).

Please check the following items that you need.

Electricity \_\_\_\_\_

Solid Wall Space \_\_\_\_\_

List any other needs:

**This Year's Policy is:** Similar booths are allowed, as long as there are not more than two (2) duplicates, and each booth has different thoughts and ideas as to actual operation of game and/or booth decorations. If your club has a food booth, you cannot serve the same hot entrees served by concession stand.