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# UNIT PARTICIPATION

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**It's Easy and Fun** to show off your Unit's talents and skills, and earn recognitions and awards at Scout Fair.

Once your Unit has selected your Scout Fair theme, exhibit size and type, fill in all the information requested on your **Unit Participation Application** at [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair) as soon as possible but no later than **Friday, March 13, 2009**. Early application will help ensure your placement with other Units from your district.

## YOUR EXHIBIT'S THEME

In selecting your exhibit theme, you'll want, most importantly, to choose one that's fun and interesting to your Scouts, as well as one that supports the overall Fair theme and that demonstrates the best of Scouting.

Starting with monthly Cub and Scout program themes, Cub achievements and electives, Scout skill awards and merit badges, and Venturing activities and specialty interests, you have thousands of exhibit theme ideas. Or you may want to focus on current events or popular activities. The list of possible exhibit themes is endless. Have your youth and adult leaders brainstorm the possibilities, then determine which is the best for your Scout Fair exhibit. For more information please go to [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair) or for help with your plans for Scout Fair, contact **Donna Burke at 713-756-3322**.

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## EXHIBIT BOOTHS

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◆ **BOOTH** - Indoor booths are available in two sizes (10'x10' or 10'x20') and, to the best of our ability, will be grouped by District and in some cases by program (Sea Scouts, Venturing, etc.). These booths will have drapery hung from aluminum tubing. They have 8' high drapery across the back and 3' high drapery on the sides separating each booth. (See typical 10'x10' booth on page 9)

◆ **STANDARD INDOOR ACTIVITY AREA** - For exhibits too large for a booth, simply indicate your needs on your Unit Participation Application. Maximum size is 400 square feet (20' x 20'). **The number of indoor activity areas are limited, and may be at the back of the hall, possibly out of your District area or outdoors. Due to limited**

**space in the Reliant Arena, areas larger than 400 square feet cannot be made available.** Indoor activity areas have twine tied to 3' high stanchions to define area. **(Drapery is not provided for activity areas).**

◆ **STANDARD OUTDOOR AREA** - Outdoor activity area is available in one size (12'x15'). This is on the pavement, so frames must be brought for tents **(no stakes or spikes in pavement)**, and all fires must be in elevated fireplaces. See page 16 "Fire, cooking & Propane Stove Safety Requirements."

◆ **FURNISHINGS** - All booth furnishings must be supplied by your unit. If you are unable to borrow them, the decorating company at Reliant Arena will have

tables & chairs available for rent at the following prices:

4' Table - \$10.00 each

6' Table - \$14.00 each

8' Table - \$18.00 each

Chairs - \$3.00 each

**Please do not send money for any of these items with your application, you may rent them on site.**

◆ **ELECTRICITY** - Electrical outlets are available for your area for a **\$85.00** per single outlet fee **(fee is subject to change by vendor)**. These outlets are 115-VAC, 10 amp circuits, and will not handle coffee pots or hot plates. Use your Unit Participation Application to order electrical outlets and pay \$85.00 when you submit the application. If using electricity for tape players, microphones, etc., please consider neighboring displays when set-

ting volume levels. They must be used only for the specific purpose outlined in your application and only by your unit. Fire laws prevent running extension cords between booths and control monitors will be checking for violations. **There is no electricity available for outside booths.**

◆ **EXHIBIT NUMBERS** - You will find a number card in the right rear of your booth or area. This card should remain on display throughout the Fair.

◆ **SALES** - All sales by individuals, units or districts are prohibited. A sign acknowledging the gift or loan of materials is permitted.

◆ **DISPLAY AREA** - All displays must remain within the assigned area, and not extend into the

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## EXHIBIT BOOTHS (continued)

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aisles. Booth displays may not extend beyond the front edge of the side dividers, including but not limited to, balls, rubber bands, marbles, golf balls, etc.

◆ **INSTRUCTIONS TO PARENTS** - While we will have information booths to direct people, please pass along your booth number and hall in which you will be located to all parents, friends, and others. Please be sure all parents, friends and others know your Pack, Troop, Team, Crew, Post or Ship number and your Scouting district.

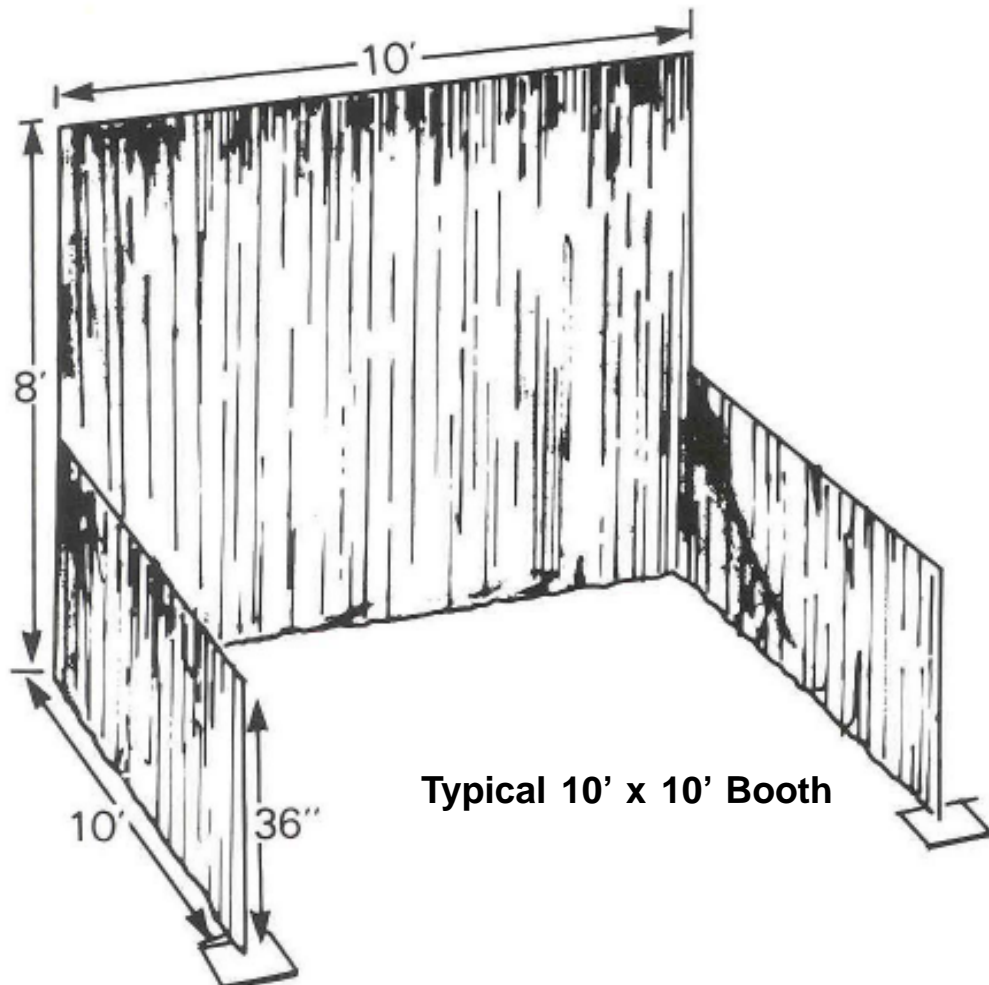
◆ **DISTRICT BOOTHS** - District Booths are to serve units and participants to get the maximum value from the Scout Fair. The district booth of every district will be judged on its ability to:

1. Identify itself (20 points)
2. Provide adequate staff (30 points)
3. Provide service (20 points)
4. Be attractive (30 points)

◆ **DECORATING** - Nothing may be attached to the booth curtains (pins staples, etc.). You can hang signs across the back of the booth with hooks over the aluminum tubing (shower curtain hooks or hooks made from wire coat hangers work well). Less than two pounds per hook may be hung from tubing; limit four hooks per 10' section. **Nothing may be attached to any part**

**of the building (walls, pillars, doors, etc.).**

The decorating company at Reliant Arena has additional stanchions, rods and drapes available for rent.



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## PUBLICITY

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Effective neighborhood Scout Fair publicity, provided by your Unit's leaders and Scouts, will assist your Scouts in their Value Pack sales effort.

When discussing or publicizing the Scout Fair, remember to use these details:

- You're involved in The Sam Houston Area Council Scout Fair.
- The Sam Houston Area Council Scout Fair is the nation's largest.
- A United Way agency, the Sam Houston Area Council covers Houston and 16 surrounding counties.
- Value Pack sales support Houston Scouting.

Contact your local community, church, synagogue and subdivision newspapers to distribute a news release featuring your Unit's activities and involvement in the Scout Fair. (See sample for a guide). Discuss with editors, reporters and photographers your program and your Scout Fair plans and invite them to see you and you Scouts at the Fair.

**Distribute posters** prepared by your Scouts, throughout your neighborhood, in grocery stores, shopping centers, schools, churches, synagogues and businesses. Also, ask fast food restaurants, insurance and real estate agencies and other businesses to feature Scout Fair announcements on their billboards and marquees. When preparing and distributing posters or announcements remember your objective is to sell Value Packs.

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### SAMPLE NEWS RELEASE

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The following news release is only a guide. Add information about your Unit and your Scout Fair plans, and deliver it personally or email it to your local newspaper. Be sure to include the name and phone number of someone to contact for further details. Follow up on your news release with an invitation for reporters and photographers to attend the Scout Fair.

**(FOR IMMEDIATE RELEASE)**

Contact: (Your Name)  
Phone: (Your Phone Number)

**LOCAL SCOUTS CELEBRATE THE ADVENTURE AT THE WORLD'S LARGEST SCOUT FAIR**

Cub Scouts from Pack 12 (change your program and unit type and number), chartered by First United Methodist Church (your Chartered Organization), will join thousands of other Cub Scouts, Boy Scouts, Venturers, parents and visitors for Scout Fair.

Under the leadership of Joe Smith of Houston (your unit leader's name and town), Pack 12 will (describe your units exhibit in one or two action-oriented sentences).

The Scout Fair, sponsored by the Sam Houston Area Council Boy Scouts of America is the nation's largest, featuring 800 Scouting exhibits capitalizing on the theme "Race to Scouting".

Exhibits will include demonstrations on pioneering, firstaid, woodworking, sailing, computers, aviation, Indian Lore and many other Scouting activities. Visitors are invited to observe and participate.

This years Scout Fair will be held Saturday, April 18, 2009, 11:00 a.m. until 4:00 p.m. in the Reliant Arena. Scouts from Pack 12 (your unit) are selling family Value Packs for \$10.00 each, and are encouraging families to purchase a ticket and spend the afternoon enjoying the Scout Fair. Value Packs are available from any Pack 12 Scout or at the Reliant Arena.

For more information, contact Joe Smith, 713-555-5555 (your unit leader and his/her phone number), or go to: [www.samhoustonbsa.org/scoutfair](http://www.samhoustonbsa.org/scoutfair).