

Dear Child Care Provider,

You're invited to participate in the:

City of Sunnyvale's 7th Annual Child Care Fair

Saturday, March 9, 2019
11 a.m. - 1 p.m.
Washington Park Building
840 W. Washington Ave.

This is a great opportunity to market your program(s) and connect with parents in search of local child care. Submit your application to secure a space.

Who is eligible

Licensed family child care providers and child care centers. Both Sunnyvale and non-Sunnyvale providers may participate. We will give priority to Sunnyvale child care providers but if space allows, everyone is invited to exhibit. Sunnyvale and non-Sunnyvale providers who wish to participate must have a current and active California state license with Community Care Licensing Division and be in good standing.*

How to participate

Complete and submit the attached Child Care Fair application and agreement form before the deadline. **Applications are due by Friday, Feb. 24, 2019; . No exceptions.** Applications will also be available at our office, 785 Morse Ave., Sunnyvale or via email if you send a request to childcareresources@sunnyvale.ca.gov.

Cost

There is no cost to exhibit your child care information at the fair. There is also no cost for families seeking child care to attend the event.

What the City will provide

The fair will take place indoors in the Washington park building. An 8 ft. table will be divided and shared by two different providers. Each provider will receive a space of 4.75 ft. x 2.5 ft. and two chairs per side. Electricity will NOT be available. Your child care information will be taken from the application you submit and listed on handouts given to families the day of the Child Care Fair.

How to return your Child Care Fair Application and Agreement Form



Via Email: childcareresources@sunnyvale.ca.gov, scanned (PDF) or picture (JPEG, GIF) attachments accepted.



Via U.S. Mail or in-person: Mail your application or stop by in-person M-F from 8 a.m. to 5 p.m. at City of Sunnyvale, Youth and Family Resources
785 Morse Ave., Sunnyvale, CA 94085



Via Fax: Fax your application to 408-523-8158

Space is limited and eligible applications will be accepted in the order received with priority to Sunnyvale providers. Applications will be received until all exhibitor slots are filled which can occur before the deadline. We encourage you to apply as soon as possible. Incomplete or unsigned applications will be declined and returned.

Confirmations

You will be sent an email receipt when your application is received. A confirmation letter with logistics, details for the day-of, and cancellation policy will be mailed after licensing status is confirmed. For questions, email childcareresources@sunnyvale.ca.gov or call 408-730-7355.

We look forward to your participation in the 2019 Child Care Fair.

Warm regards,

YOUTH AND FAMILY RESOURCES
Department of Library and Community Resources
City of Sunnyvale



Sunnyvale

2019 CITY OF SUNNYVALE CHILD CARE FAIR

Child Care Provider (Exhibitor) Application and Agreement Form



PROVIDER INFORMATION

CCL State License Number: _____ Child Care Center Family Child Care Home

Contact Person/Title: _____ Owner Director

Business Name: (if applicable) _____

Website: _____ Can we list your website in our materials Yes No

Address: _____ City: _____, CA Zip Code: _____

Phone Number: _____ Email: _____

Number of children served: _____ Age group served: Infant Toddler Preschool School-Age

Special accreditation, certifications (if applicable) _____

What will you display at the child care fair? _____

AGREEMENT

I hereby agree to participate in the City of Sunnyvale Child Care Fair to be held at Washington Park, 840 W. Washington Ave., on **Saturday, March 9, 2019** and to exhibit my child care program materials and information listed on this Exhibitor Application for the entire duration of the event from 11 a.m. to 1 p.m. I will not sell products of any kind nor solicit any form of program registration fee or payment from attendees at the event. I will not bring any food items (including candy, deserts, drinks, etc.) for distribution. Your participation in this activity (Child Care Fair) constitutes your permission for your photograph to be used for City of Sunnyvale promotional purposes. Exhibitor table space in the Library's program room is on a first come, first served basis and for approved and confirmed child care providers only.

The City of Sunnyvale reserves the right to limit the number of exhibitors and to decline any application that does not support the mission or purpose of the event, is submitted late or is incomplete. Priority will be given to Sunnyvale child care providers.

CANCELLATION POLICY: Should my child care business not be able to participate, I agree to provide an email or telephone notification to cancel no later than Monday, March 4, 2019. I understand that failure to do so could result in my business being ineligible to participate in the 2020 Child Care Fair. Send email to childcareresources@sunnyvale.ca.gov or call 408-730-7800.

In consideration of acceptance as an exhibitor, the undersigned hereby waives any right which he/she may now have or may have in the future for injuries or damage occurring or caused by being a participant and does hereby release the City of Sunnyvale, the Sunnyvale Public Library, the Columbia Neighborhood Center and any other person or entity having ownership, control or possession of grounds during the City of Sunnyvale Child Care Fair for any claim, demand, suit or cause of action whatsoever, for any damage or injury occurring to the undersigned and arising out of participation at the City of Sunnyvale Child Care Fair.

Undersigned shall indemnify and hold harmless the City of Sunnyvale and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of participation in the City of Sunnyvale Child Care Fair, caused in whole or in part by any negligent act or omission of the Undersigned, its employees or its agents, except where caused by sole negligence or willful misconduct of City of Sunnyvale.

Only licensed Sunnyvale and non-Sunnyvale family child care home providers, centers and personnel that are active and in good standing with the California Department of Social Services, Community Care Licensing Division are eligible to participate. Applicant child care business, at its sole cost and expense, shall be responsible for assuring all staff and volunteers present and representing the child care business at the City of Sunnyvale Child Care Fair are in compliance with all laws that regulate fingerprint and background clearance in relation to working with minors. The Undersigned certifies that the child care business noted below and on the Exhibitor Application Form meets these requirements.

SIGNATURE of Child Care Business Representative, Owner or Director Date _____

Print Name _____ **Questions? 408-730-7800**

APPLICATION IS DUE BY FRIDAY, FEB. 22, 2019

Mail to: City of Sunnyvale, Youth and Family Resources
785 Morse Ave., Sunnyvale, CA 94085

Email to: childcareresources@sunnyvale.ca.gov
Fax to: 408-523-8158

Staff Use Only:
Date Application Received _____ via _____ CCL Licensing Status Completed _____ Date Conf. Sent _____