



The Greater Ithaca Activities Center Annual Festival Community Agency Booth Registration Form Event Date: June 3, 2017

Name of Agency _____
Address _____
Contact person _____
Phone Number _____
E-mail _____

- I would like to participate in *The Greater Ithaca Activities Center (GIAC)* annual festival in collaboration with the *Ithaca Festival*. I understand that set up time at GIAC starts at 8:00 am and agencies must be set up by 10:00 am. Booth breakdown is at 5:00 pm. Vehicles may not stay at your table and must be off the site area by 9:45 am. A cart to get your items from your car to the display area is highly recommended.
- I will be sharing a table with another agency.
- o List the agency you want to share a table with. _____
 - o Two agencies share one table.
 - o If you have an agency to share with, the other agency is required to fill out this form so we have their contact information as well.
 - o If you do not have an agency to share with, you will be assigned one

All community organizations will share one half (1/2) of a free table and two (2) chairs. Tents are not provided, but you may bring your own canopy tent (weighted or staked down). GIAC does not provide awnings or table coverings. If you need an additional table, you must bring your own additional table.

Please fill out this form and return to the GIAC main office (Mon. – Fri., 8:30 am – 5:30 pm), by fax (607) 272-0250 or email to Vivian Sierra at vsierra@cityofithaca.org no later than May 20, 2016.

If you have any questions or concerns, please free to contact Vivian @ 272-3622 or e-mail listed above.

Thank you for your interest and participation in this exciting collaboration of work. We suggest that you plan an interactive booth and bring games, and/or giveaway items to attract more attendees to your booth. As always, your cooperation will help to make this a wonderful event.

Regards,

Vivian Sierra
GIAC Youth Program Leader





ITHACA HOUSING AUTHORITY

800 SOUTH PLAIN STREET
ITHACA, NY 14850
(607) 273-8629

May 4, 2017

Cornell Cooperative Extension
615 Willow Ave.
Ithaca, NY 14850

Dear Sirs/Madams:

The Ithaca Housing Authority (IHA) will be celebrating the 34th Annual National Night Out 2017. National Night Out is a police-community partnership for the prevention of crime, drugs and violence within a community while promoting safety and neighborhood unity. Please join us in "Giving Crime a Going Away Party."

The event is scheduled for Tuesday, August 1, 2017 and will take place at Conway Park from 5:00 – 9:00 pm. This is a community wide event that attracts many people within surrounding neighborhoods.

This year in addition to live entertainment, food and fun we would like to again ask our community service agencies to be a part of this event by joining us with a representative and information from your Agency. Tables will be provided for you to set up flyers and display boards. This is a wonderful opportunity for you to come out and share with the community the resources that are provided by your agency. Please plan to arrive by 4:30 pm for set-up.

If you are able to attend, please notify us by July 14, 2017 by calling Kimberly Burke at 273-8629 or by email at kimberlyb@ithacaha.com and state which site you prefer. You may have a representative at each site if you wish. We hope that you are able to participate and will be a part of this wonderful event.

Sincerely,

Brenda C. Westfall

Brenda C. Westfall
Executive Director

BW/kb