

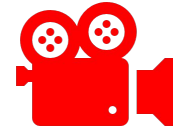


LOUDOUN CHILDREN'S BUSINESS FAIR

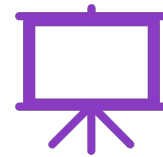
2025 FAIR - PREPARATION SESSION

SEP 13th, 2025

THANK YOU FOR JOINING US



Session is Recorded



Slides will be shared



Please stay muted



Use chat for questions

IMPORTANT DATES & TIMES

Jun 7th 2025

- Info Session (Virtual)

Aug 2nd 2025

- Checkpoint Session
- 11 AM (Virtual)

Sep 6th 2025

- Final Planning Session
- 11 AM (Virtual)

Sep 13th 2025

- Business Fair 1:
- 10 AM–11 AM Setup
- 11 AM–12 PM Inter-Sales
- 12 PM 3 PM Sales
- 3 PM–3:30 PM Cleanup

Sep 13th 2025

- Business Fair 2:
- 3 PM – 4 PM Setup
- 4 PM – 7 PM Sales
- 7 PM – 8 PM Inter-Sales
- 8 PM – 8:30 PM Cleanup

1 more weeks till the Fair...Lets GO!

OUR GRACIOUS SPONSORS!



ACTON ACADEMY



Primrose School at
Moorefield Station

The Leader in Early Education and Care®
703.726.9306 | PrimroseMoorefieldStation.com

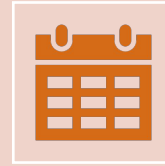


FAIR DETAILS!



PLACE:

Dulles Town Center
21100 Dulles Town Cir,
Dulles, VA 20166



DATE:

September 13th, 2025



AFTERNOON FAIR TIMING:

11 AM to 3 PM



EVENING FAIR TIMING:

4 PM to 8 PM

FAIR TIMINGS

Afternoon Fair

- 10 AM – 11 AM Setup
- 11 AM – 12 PM Kids-Hour
- 12 PM – 3 PM Sales
- 3 PM – 3:30 PM Cleanup

Evening Fair:

- 3 PM – 4 PM Setup
- 4 PM – 7 PM Sales
- 7 PM – 8 PM Kids-Hour
- 8 PM – 8:30 PM Cleanup

Kids-Hour: This is for Little CEOs to go explore other Businesses and buy product(s)

Please be on time!

COMMITMENT

SHOW UP

Be a sport, be accountable, try to stick to your commitment, and do not be a no-show at the Fair, unless its an emergency.

MALL TIMING

Mall opens at 10 am. Mall will be open while you setup. Please be courteous to the public. Do Not block any stores.

STAY TILL THE END

Even if your products are sold out, stay till the end and make sure to clean up after yourself.



READINESS

ARE YOU READY FOR THE FAIR?

PREPARE FOR THE FAIR

- ☐ At least 50 items to sell
- ☐ Business Signage or Banner
- ☐ Sales Pitch
- ☐ Table Decorations
- ☐ Pricing Sheet or Pricing Label
- ☐ Small bills for change during sales
- ☐ QR Code for online payment (Venmo, Paypal)
- ☐ Cash box/purse
- ☐ A small makeshift trash can and trash bags

**EACH BUSINESS BOOTH WILL BE ASSIGNED:
1 (6-FT TABLE + 2 CHAIRS)**

ADVERTISE FOR THE FAIR



WHAT WE DID: **FAIR ADVERTISING**

Social Media

Loudoun County News

Local Parent Groups

Local Businesses

WHAT YOU DID: **BUSINESS MARKETING**

Friends & Family

Schools & Classmates

Community & Neighbors

Social Media

CHALLENGE: Bring at least 5 families to the fair!



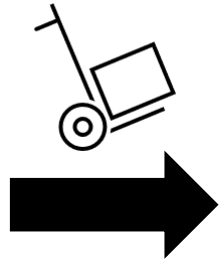
LOGISTICS

DIRECTIONS FOR THE DAY

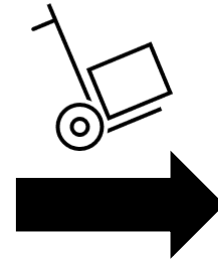
BOOTH ASSIGNMENT



OFFLOAD



CHECK-IN



**TABLE
NUMBER**

LOADING ZONE



Please offload your vehicles at Service Court 7 (★) between JCPenney and Black Friday Deals Store.



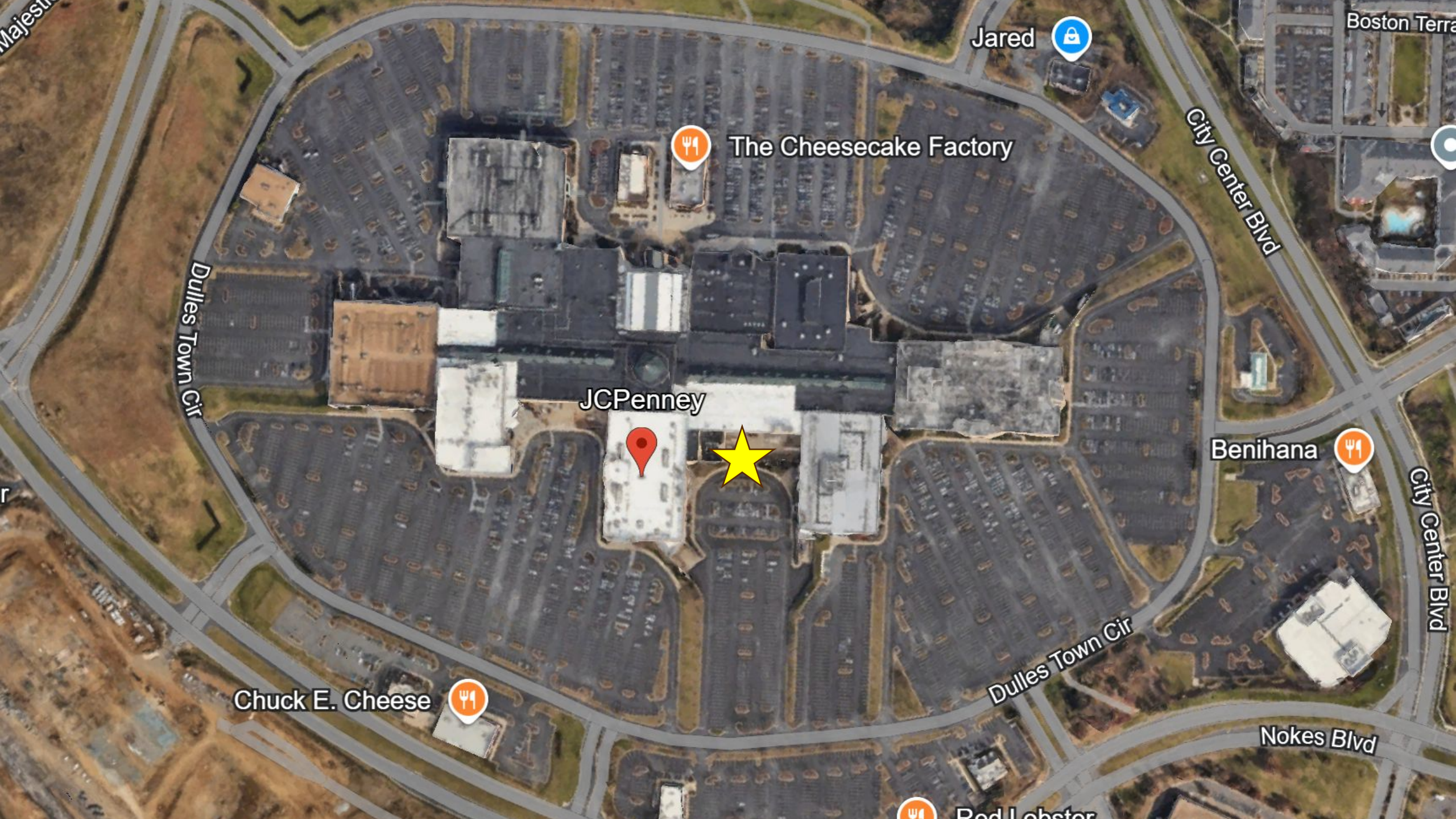
Enter the service corridor, turn left, and keep walking through the double doors until you reach JCPenney.



Our Check-in tables will be placed right outside of JC Penney, close to the Center Court.





Drivers must park their vehicles in a designated parking space after they have offloaded their cars. **Do not remain parked in the service court.** Please ensure that load in and out is prompt and safe.



Majest

Boston Terra

Jared 

 The Cheesecake Factory

City Center Blvd


Dulles Town Cir

JCPenney


Benihana 

City Center Blvd

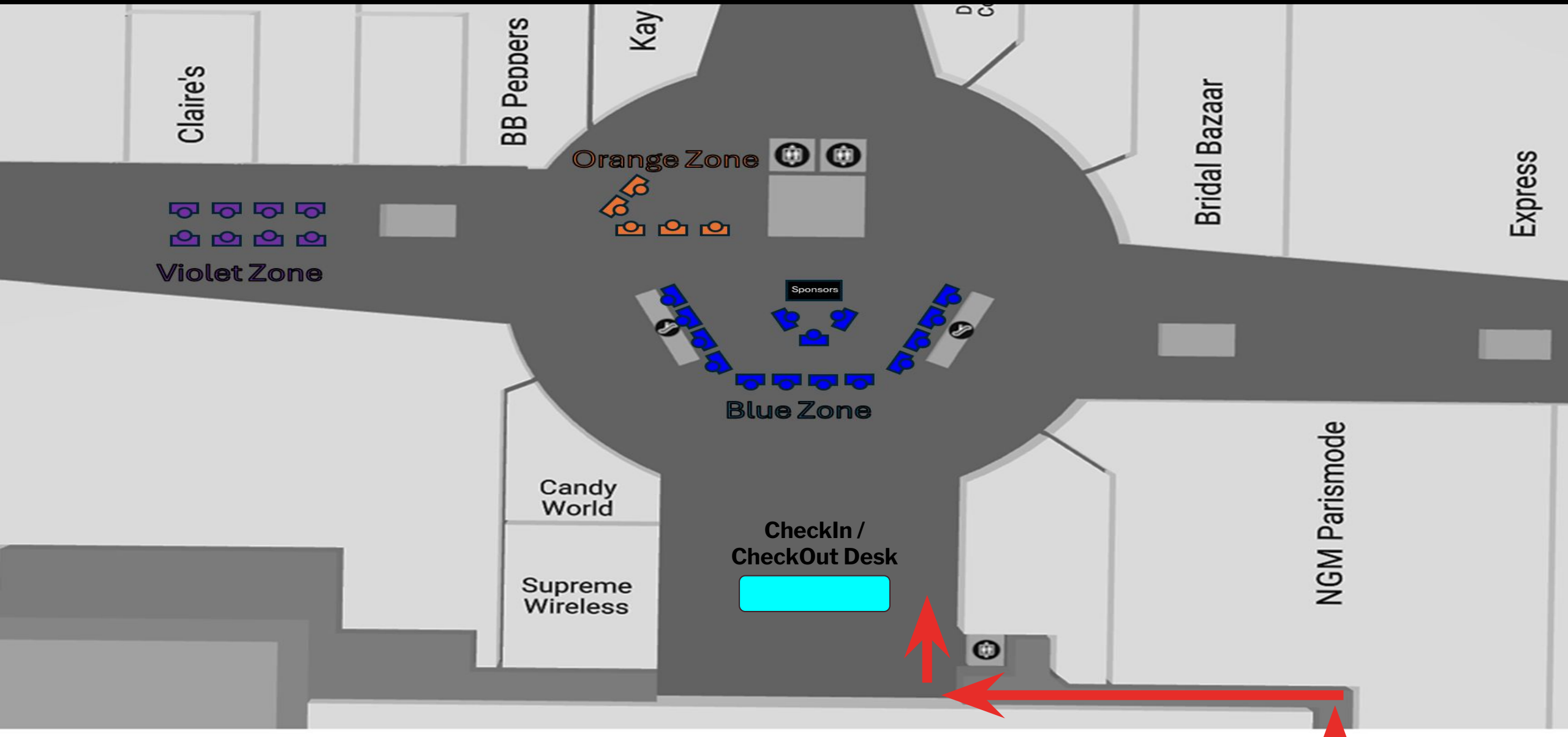
Dulles Town Cir

Chuck E. Cheese 

Nokes Blvd

 Red Lobster

Lower-Level Layout



Upper-Level Layout

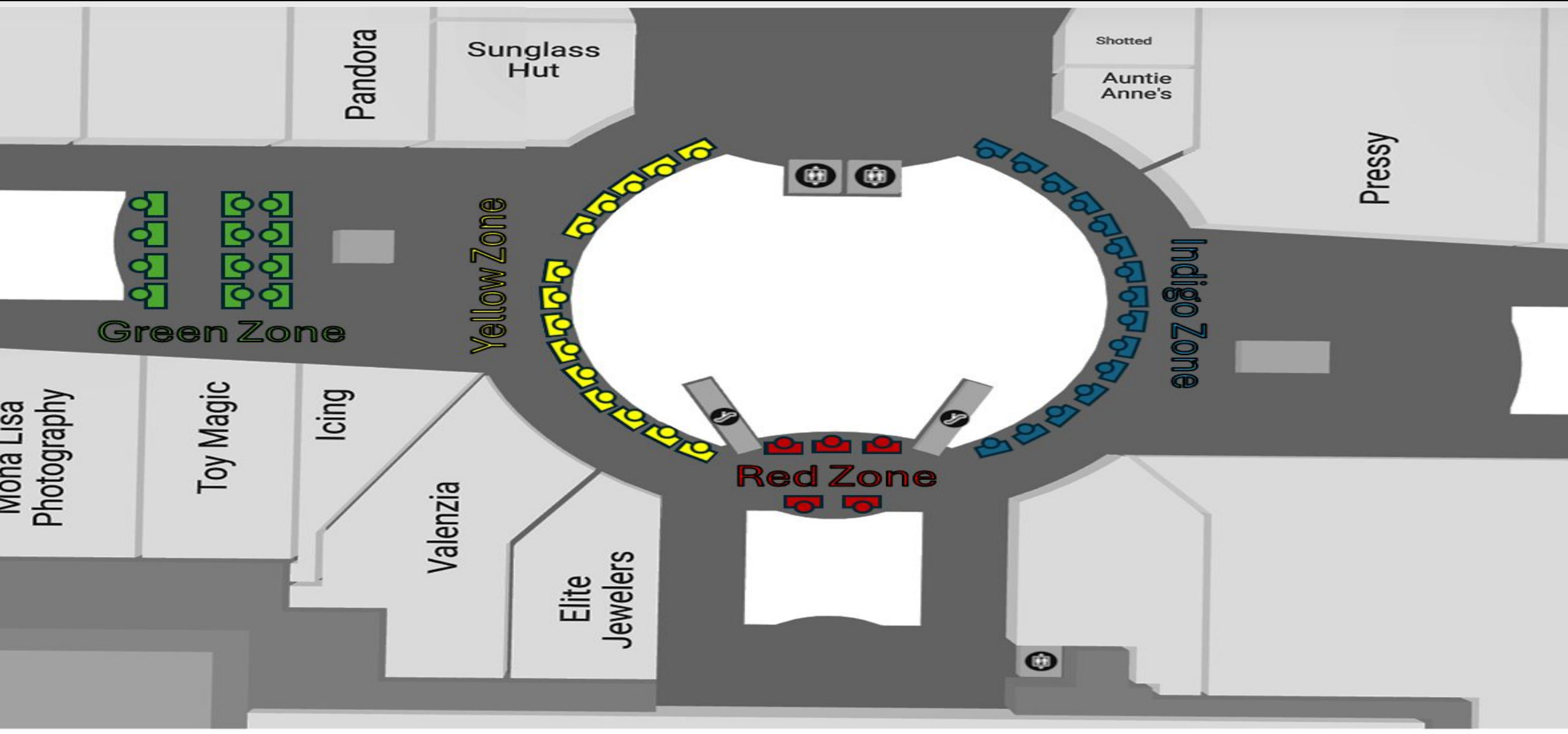
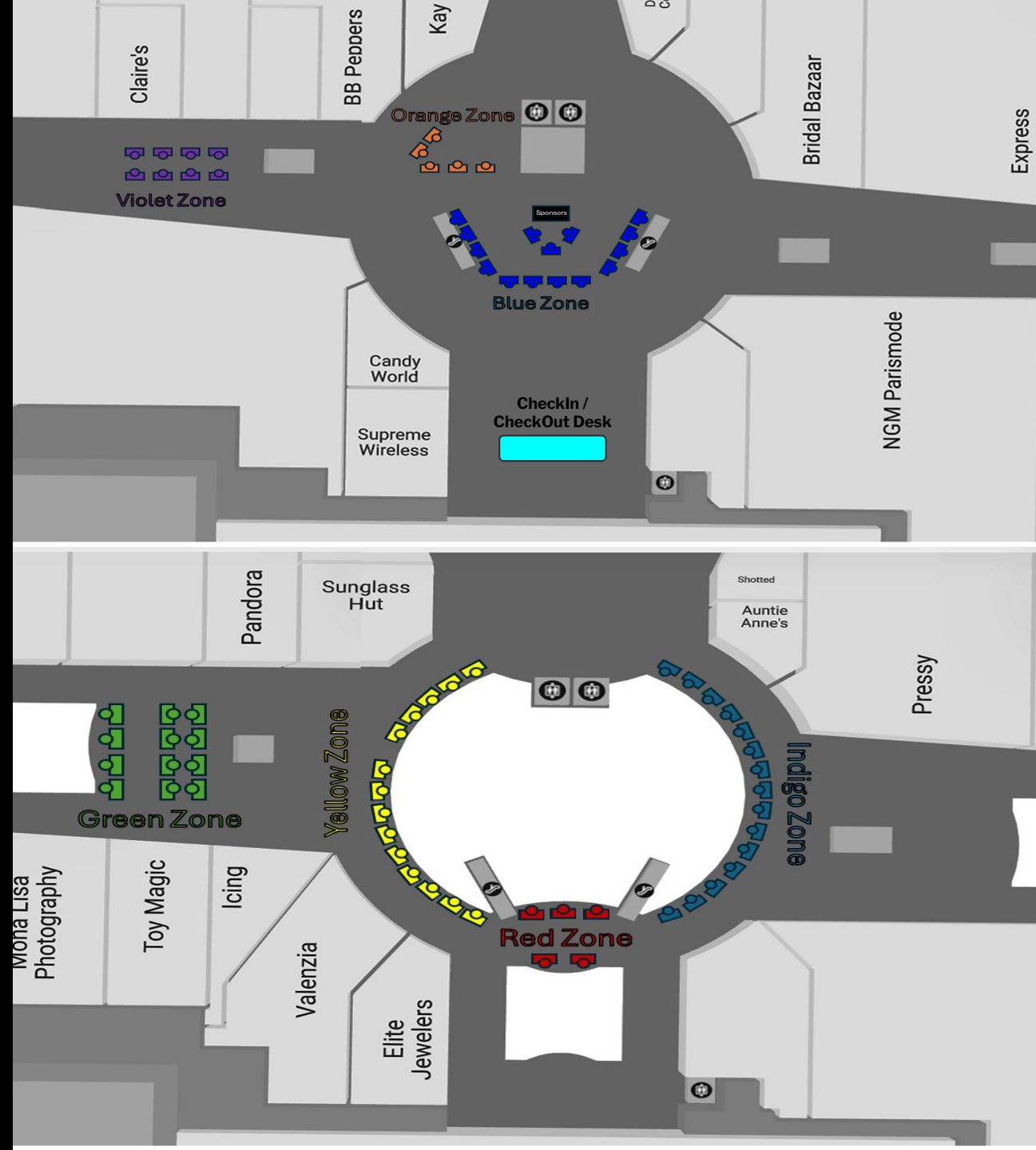


TABLE ASSIGNMENT

Table numbers will be randomly picked from a basket at check-in

We are expanding to both levels of the mall.

Volunteers will be present to guide you to your table





AT THE FAIR

BE READY FOR SOME FUN!

BE YOURSELF



Be Creative!

Think outside the box, try new techniques to sell your products, and come up with innovative pricing



Be Curious!

Learn by observing other businesses, talk to the buyers to gauge their interest



Be Responsible!

Stay at your booth, Keep your displays clean and appealing



Be Civilized!

Be courteous to other business owners, to the buyers, and to the staff

Be kind and respectful

Most Important: Have Fun!

PROMOTE AT THE FAIR



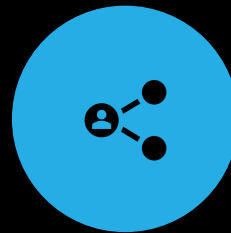
DECORATE
YOUR BOOTH



STAY ACTIVE
AND
CHEERFUL



TALK TO
CUSTOMERS



SHARE YOUR
STORY



GIVE BULK
DISCOUNTS

RECOGNIZING EXCELLENCE



CREATIVE CAT

Innovative and
original
business idea;
globally
conscious
presence



BRAND BUDDY

Booth Décor,
Business
Name, and
Product
Packaging that
charms
customers



SALES SUPERHERO

Active and
engaging sales
pitch, unique
ways to attract
customers



GROWTH GENIUS

Businesses
that can grow
bigger in the
future, with
vision and scale
up plans

We are handing out special prizes for outstanding businesses!

CLOSE OUT & CLEAN UP



Stay and manage your booth till the end of the fair



All businesses should clean up their assigned areas and throw away their trash in the designated bins



Before leaving, businesses will fill out a closeout form (QR code) and then head to the checkout table



Businesses get a goody bag at closing if, 1) Closeout Form is submitted, 2) No misconduct during the fair, and 3) Booth is cleaned up and trash is removed



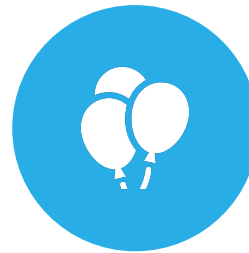
GUIDELINES

PARENTS, LISTEN UP!

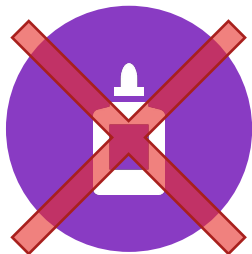
FACILITY RULES



Fair will be at the Center Court inside the Dulles Mall



Decorations should only be placed on the table or nearby



Please do **NOT** stick anything to the walls or floors; no tape or glue allowed



Electricity will **NOT** be available to any booth

FOOD BUSINESS RULES

Loudoun CBF will obtain a Temporary Food Vendor permit from the Virginia Department of Health

Food should not be placed directly on the floor, and should only be kept inside containers or boxes

Food cannot be prepared at the fair – it must be prepared and pre-packaged at home

Food packages should be appropriately marked with prep date and ingredients. Please list any allergen contents as well.

All food should be individually packaged and covered at all times

Proper temperature should be maintained for hot and cold foods

Maintain hygiene at booth while displaying and serving; use gloves, clean up spills, etc.

PARENT EXPECTATIONS

SET UP

Parents can help the children set up their booth

Set an example of “The business owner is the boss”

Parents will be expected to step away from their children’s booth at the Fair start time

SALES

Parents are not allowed to sell during the fair

Parents should keep an eye on their children

If your child is <8 (7 and under), we can allow 1 adult to passively sit behind the booth

CLOSE OUT

Parents can help the children clean up at the end

Let the kids lead the clean up activities

Make sure that the close out form is filled out **BEFORE** you come to the checkout table



HELP NEEDED

TIME & MONEY MAKE DREAMS
POSSIBLE!

HELPING HANDS

We offer volunteer hours!

[Volunteer Signup Link](#)

Come

- Come with a sense of community
- Be collaborative, be patient

Help

- Assist all kids if they need a hand
- Help the staff to maintain order

Buy

- Encourage Little CEOs by buying their products!

QUESTIONS?



Visit our website for FAQs: <https://www.littleceos.org>

Contact Us @ lcbf@littleceos.org