

HOW-TO IN 10 MINS



Completion of this form indicates your interest in participating in the 2017 Pickering Public Library How-To-In-10 Festival.

WHAT? We know people love to learn new things but never have enough time! So, we've created an annual celebration to learn new skills in an easy, fun and FREE environment!

WHEN? The 5th Anniversary How-To In 10 Festival takes place at the Central Library, One the Esplanade, on **Saturday May 27th 2017** from 11:00am to 4:00pm.

WHERE? The Festival takes place at Pickering Central Library, One the Esplanade, Pickering, L1V 6K7.

VENDOR INFORMATION (please complete all sections)

Organization: _____

Contact Name: _____

Email: _____

Phone: _____

"How-To" Skill Description: _____

Do you require an electrical outlet? (please circle one option): yes no

Booth Name (please provide 3 suggestions*)

1. _____

2. _____

3. _____

VENDOR BENEFITS

- A FREE booth - in exchange for participation, all event fees for vendors has been waived!
- Exposure to more than 1000 attendees at the 5th Annual How-To In 10 Festival.
- A no stress environment to showcase your product, services and employees.
- An opportunity to showcase your expertise, teach a new skill and promote your business/ services to your fellow Pickering residents.
- Distribute samples, coupons, flyers and brochures to festival attendees.
- Grow your newsletter community by collecting email addresses, launch a contest or provide a giveaway!

HOW-TO IN 10 MINS



RESPONSIBILITIES AND CONTRIBUTIONS

The Vendor agrees to:-

- Attend the event festival, if selected by the Pickering Public Library.
- Staff their assigned booth at all times during the event—the Library will not provide additional staff/volunteers to cover this activity.
- Conduct an interactive skill building activity, as identified and mutually agreed upon with Pickering Public Library.
- Provide all necessary items needed for the booth, unless otherwise agreed upon with Pickering Public Library.
- Provide a high-resolution copy of the organization's logo (or other branding) as requested, for promotional purposes.
- Foster an engaging and inclusive atmosphere, encouraging participation from festival attendees.
- Provide consent to Pickering Public Library to publish/use any and all photographic or pictures taken during the festival.

The Library agrees to:-

- Organize the event.
- Promote the event extensively via in-house and external media outlets.
- Provide space for the vendor to set-up a booth or otherwise appropriate area, at no charge.
- Provide a light lunch—please indicate any dietary restrictions: (please circle one option)
Vegetarian Vegan Gluten free Other: _____

HOW TO SUBMIT

Please email your completed application to Claire Schillaci, Client Services Specialist, at claires@picnet.org. Applications will be accepted between **Feb 3rd 2017 to Mar 3rd 2017**. Final vendor selections will be announced on our website, **April 1st 2017**.

ADDITIONAL INFORMATION

Who else is attending? Check out www.howtoin10.com and choose Pickering Public Library to see all the great skills available at the Festival, as well as other Durham Library How-To in 10 Festivals.

DISCLAIMER* Please note, the Pickering Public Library reserves the right to final naming of your booth.