

HOW-TO IN 10 MINS



FESTIVAL AND ROAD SHOW

Vendor Application Form

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 6th Anniversary How-To In 10 Festival takes place at the Central Library, One the Esplanade, on **Saturday May 26th 2018** 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:

What will you be teaching clients? (see examples listed here: <https://goo.gl/JnfCp7>):

How will you be doing this? (i.e. mini-lesson on rules, demonstration on technique, hands on practice):

Do you require an electrical outlet?: yes no

Booth Name, please provide 3 suggestions*. (i.e. "How To Curl")

- 1.
- 2.
- 3.

HOW-TO IN 10

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.
- If selected, provide proof of insurance (please notify Jessica Trinier if you do not have insurance)
- Watch the following videos to comply with festival standards and AODA guidelines:
<https://tinyurl.com/pplhowto/>

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:
Vegetarian Vegan Gluten free Other:

HOW TO SUBMIT

Please email your completed application to:

Jessica Trinier, Adult Client Services Specialist— jessicatriner@picnet.org

Applications will be accepted between **Feb 3rd 2018 to Mar 3rd 2018**. Final vendor selections will be announced on our website, **April 1st 2018**.

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

Vendor Information

Organization:	
Contact Name:	
E-mail:	
Telephone:	
Skill:	
Signature:	

Office Use Only

Notes: