

# HOW-TO IN 10 MINS



## EXHIBITOR APPLICATION FORM

Completion of this form indicates an agreement between exhibitor and Library for this event. In exchange for exhibitor participation, the exhibitor fee has been waived.

### Event Details

Oshawa Public Libraries invites you to host a booth at their How-To in 10 Festival:

**DATE:** Saturday, April 21, 2018 from 11:00 AM to 3:00 PM

**LOCATION:** McLaughlin Branch, 65 Bagot Street

Booth set up is at 9:00 AM and staff will be on hand to help direct you. If you require accommodations for your area (for example, access to power), please notify your staff contact as soon as possible. Your contact for this event is: **Teresa Gawman | 905-579-6111 ext. 5238 | tgawman@oshawalibrary.on.ca**

Check out [howtoin10.com](http://howtoin10.com) and choose Oshawa Public Libraries to see all the great skills available at the Festival, as well as other Durham Library How-To in 10 Festivals.

### Responsibilities and Contributions

The Exhibitor agrees to:

- Attend the event in its entirety
- Staff the booth at all times during the event
- Provide all necessary items needed for the booth
- Provide a high-resolution copy of the organization's logo (or other branding) as requested, for promotional purposes
- Encourage participation of festival goers
- Consent that Oshawa Public Libraries has the right and permission to publish or use any and all photographic images taken of me on this date

The Library agrees to:

- Organize the event
- Advertise the event in-house and externally through various media
- Provide space for the exhibitor's booth, free of charge.

## EXHIBITOR INFORMATION

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Skill: \_\_\_\_\_

Signature: \_\_\_\_\_