

## How-To Fair: DIY @ the Library

### Demonstrator Guidelines

Event Date – Saturday, April 14th, 2018

Event Hours – 10:00 am to 2:00 pm

The *How-To Fair: DIY @ the Library* event is an opportunity for individuals to share hobbies, crafts, skills and knowledge with others in an informal setting. Demonstrations should be informational as well as interactive in order to maximize learning opportunities for attendees.

#### 1. Structure

This event will consist of one four-hour session with a drop in format. Demonstrators will prepare an activity or demonstration that can be repeated multiple times during the four-hour session. Attendees will drop in to observe and participate at multiple demonstrations during the session. Demonstrations with a hands-on element of 10-15 minutes are ideal.

#### 2. Registration

To confirm your intention to participate as a Demonstrator for this event, complete and sign a registration form by February 1st. Registration forms are [available online](#) or at any Anderson County Library location. Registration forms may be emailed to [howtofair@andersonlibrary.org](mailto:howtofair@andersonlibrary.org), submitted in person, or mailed to:

Anderson County Library  
Attn: How-To Fair  
300 N. McDuffie Street  
Anderson, SC 29621

Submission of a completed and signed registration form indicates your commitment to be a Demonstrator in the *How-To Fair*. Acceptance of a completed and signed registration form does not ensure acceptance for participation. Registration applications will be considered by Library staff and selected based on available space, anticipated interest, variety of topics, and other factors. Applicants will be notified by February 15, 2018, to confirm acceptance or denial. Accepted Demonstrators who fail to participate as scheduled may be excluded from future participation in this or other Library events.

#### 3. Set Up and Breakdown

Library staff will assign demonstration locations based on available space, anticipated interest, topic, and other factors. Each Demonstrator will be supplied with two 2' X 6' tables and two chairs. Library staff will make every effort to accommodate requests for access to electrical outlets, water, and wi-fi. Demonstrators will supply all other necessary items including extension cords, demonstration materials, and handouts. All reasonable safety measures must be followed. Demonstrators must notify Library staff of any potential safety concerns or risks, such as sharp objects, open flames, etc.

Set-up will begin at 9am on the morning of April 14th. Staff will be on hand to assist demonstrators bringing items into the building as needed. Demonstrators will need to be prepared to stay for the entire event from 10am-2pm. Breakdown of stations may start after the close of the How-To Fair at 2pm.

#### 4. Sales

The Library will allow Demonstrators to sell items related to their demonstration within their assigned space and during their assigned session times. A \$5 fee paid to the Anderson County Library by April 1, 2018, to help defray event costs is required to sell items. Although sales are permitted, most attendees come to the *How-To Fair* to learn and be inspired. Purchases have been relatively low in past years.

All sales are strictly between the Demonstrator and the attendee. The Library is not party to, nor responsible for, any transactions between said parties. Insurance policies, state and local sales tax, and all necessary permits are the sole responsibility of the individual seller. All sales must comply with [the South Carolina Department of Health and Environmental Control's Requirements for Selling Manufactured or Processed Foods at Farmers Markets and Other Direct-to-Consumer Markets.](#)

#### 5. Promotion

The Library will promote the event within all Library facilities and in the community between February 2018 and April 14, 2018. The Library will include all the names of Demonstrators in pre-event publicity in a variety of print and online promotions and include logos where applicable. Demonstrators will post and/or disseminate print promotional materials supplied by the Library in their place of business when possible. Cross-promotion of the event via Demonstrator's social media platforms including Facebook and Twitter would be appreciated.

By agreeing to participate, Demonstrators agree that Library staff are permitted to take photographs of the Demonstrator(s) and of the booth/exhibit area, before, during, and after the sessions, and to use such photographs in any format for any Library promotional or informational purpose.