

Victoria Tea Festival Presentation & Demonstration Application Form

Please fill out the form in its entirety indicating your interest in presenting at the 2012 Victoria Tea Festival. Email, fax or mail your application to the contact below by Oct 1, 2011 to be considered.

Presentations will include 5 minutes for an introduction, a 30-minute presentation (max), and 10 minutes for questions and discussion. Preference will be given to presentations or demos that educate festival attendees on a specific aspect of tea or tea culture in an entertaining and interactive way. The presentation seating is 150 and is usually at full capacity for presentations. **The event management will *not* pay appearance fees, travel costs or supply costs for presenters.**

Presenter Name(s) & Business Title	Phone
Business Name	Email
Title of Presentation	Mailing Address
	Website
Audio Visual Requirements (include details regarding whether you will use a Mac or PC laptop & any software you will be using)	
Other equipment requirements (please include details about any non-AV equipment you may need such as hot water or electrical plugs)	
Are volunteers needed to assist with handing out brochures, food or samples? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you made this presentation or something similar before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate your preferred presentation time: Saturday <input type="checkbox"/> 1pm <input type="checkbox"/> 2pm <input type="checkbox"/> 3pm OR Sunday <input type="checkbox"/> 12pm <input type="checkbox"/> 1pm <input type="checkbox"/> 2pm	
Please provide 2 references for previous presentations you have made.	Please return via email, mail or fax by October 1, 2011 to:
Name _____	Victoria Tea Festival
Phone/Email _____	c/o Camosun College Child Care Services
_____	4461 Interurban Road
Name _____	Victoria, BC V9E 2C1
Phone/Email _____	Fax: 250-370-4888
_____	Email: info@victoriateafestival.com

Please attach to this form: A summary of the proposed presentation/demo (200 words or less) and a biography of the presenter (100 words) including his/her website (if different than business website).

February 18 & 19, 2012

Victoria Tea Festival c/o Camosun College Child Care Services
4461 Interurban Road · Victoria, BC · V9E 2C1 · T: (250) 370-4880 · F: (250) 370-4888
info@victoriateafestival.com