

# Exhibit Catalog and “Button Sticker” Information Request

- All “Mentors” receive a quarter-page listing in the *Exhibit Catalog* for a photo and brief bio about themselves.
    - A quarter page is 5-inches wide by 1¾-inches high.
  - To allow time for formatting, proofing and printing, your *Exhibit Catalog* information must be received by **Friday, May 12, 2017** (three weeks prior to the Imagination Fair).
  - “Mentors” are asked to submit the following information (as applicable) **online** at [imaginationfair.org/exhibit-create](http://imaginationfair.org/exhibit-create) or via **email** to [imagine@hsadventures.org](mailto:imagine@hsadventures.org)
    - To use the online form, you'll need to register for a website account at HomeschoolRecess (if you don't have one yet). [homeschoolrecess.com/register](http://homeschoolrecess.com/register)
    - You'll be able to come back and add to or edit your entry — up until the *Exhibit Catalog* goes to the printers.
1. Your **name**.
  2. A brief **bio**.
    - No longer than 300 characters (which is about 60 words or about 3 sentences).
    - If you just need to add a couple more words, it's probably okay. If you need to add ten more words, it just won't fit but feel free to ask the Volunteer Event Organizers for help with editing.
    - Please write your bio in the first person. (That is, say “*I* do this” instead of “*Jamie* does that” or “*S/he* does that”)
  3. Your **title**, if applicable.
    - This can be anything that is important to you. Maybe that's *your job* — you're the artistic director of a local theater or an instructor at a martial arts studio or a tutor for a reading program. Maybe that's *your hobby* — you're a rocketeer or a photographer or a seamstress. Maybe it's *your passion* — you're a philosopher or a homeschool parent or a field trip organizer. It doesn't matter what you list, as long as it matters to you!
  4. Your **organization's** name, if applicable.
  5. Your organization's **contact** information, if applicable.
    - Contact information can include website, phone number, email address, mailing and/or physical address.
  6. A print-quality digital **photo** of you!
    - To ensure print quality, please send a larger image file rather than a smaller one.
    - Images will be printed at about 1¾-inches high.
    - Wider images will reduce the amount of space available for text.
  7. Your **phone number**, if you haven't sent it previously — unlikely we'll use it, but just in case we need to get ahold of you and email isn't working as expected. This won't be included in the *Exhibit Catalog* or otherwise shared. It's just so we can reach you if email fails.
  8. Your **mailing address**, if you haven't sent it previously — so we can send you a thank you card! Again, this won't be included in the Exhibit Catalog or otherwise shared.
  9. A photo release — this is included in the **online form** at [imaginationfair.org/exhibit-create](http://imaginationfair.org/exhibit-create) or use the printed form at the end of this packet.



“If applicable” means that if something above doesn't apply to you, just skip it.

- The only thing that is “required” for the Exhibit Catalog is your **name**. Everything else is optional — although a **brief bio** and a **photo** are greatly appreciated!

The intent behind including this information is to give the kids a sense of who their “Mentors” are. The hope is that when they look at their Participation Certificates and *Exhibit Catalogs*, both now and years later, they won't wonder, “Who on earth is Nic Rosenau?” Instead, they'll say, “Oh, I remember Nic Rosenau, she was that mom who organized all those field trips.”

Entries may be **edited** for space considerations, as well as for spelling and grammar correction.

- *Proofs will be sent as soon as all information is received and formatting is complete. Please proofread your entry and email any corrections or changes to [imagine@hsadventures.org](mailto:imagine@hsadventures.org) promptly.*

The *Exhibit Catalog* will be **printed in grey-scale**, but you may upload a full color image — the full color image will be used at [imaginationfair.org/mentors-2017](http://imaginationfair.org/mentors-2017)

## Example of a 2015 Exhibit Catalog Mentor entry:



**Dana Kernik**  
 Center Director  
 Lindamood-Bell Learning Processes

I am passionate about helping people reach their potential, working directly with children and their families. During the summer of 2014, I managed Seasonal Learning Clinics in Singapore and Tokyo. Currently, I oversee operations, instruction, and outreach at Twin Cities Learning Center.

3300 Edinborough Way, Suite 206, Edina, MN 55435  
[lindamoodbell.com/location/twin-cities-mn-learning-center](http://lindamoodbell.com/location/twin-cities-mn-learning-center)

## Mentor Button Stickers

Exhibitors receive a “button sticker” on their participation certificates from every mentor who talks to them.

The Imagination Fair will provide you with a sheet of 24 “button stickers”.

The “standard” Imagination Fair “button sticker” design includes:

1. Your **name**.
2. Your **title**, if applicable.
3. Your **organization’s** name, if applicable.
4. Your organization’s **logo**, if applicable.
5. The phrase “I talked with ... about my ideas!”



Our goal is to make the button stickers more interesting visually while giving the kids a sense of who their “Mentors” are.

You are encouraged to submit your own original design!

- Designs must fit on a 1½-inch round label.
- If you use a background color, make the background a bit larger to be sure there’s no white edge.
- You may use (just about) any image file format that works for you (bpg, gif, jpg, pdf, png, psd, svg, tif, etc.).

You may also submit just a logo or other image, or if you don't have an image of your own, suggest an image that expresses you or your interests!

The deadline for submitting original “button sticker” designs, logos and design requests is **Friday, May 19, 2017**.

Check out current and past “button sticker” designs at:

- [imaginationfair.org/buttons-2017](http://imaginationfair.org/buttons-2017)
- [imaginationfair.org/buttons-2016](http://imaginationfair.org/buttons-2016)
- [imaginationfair.org/buttons-2015](http://imaginationfair.org/buttons-2015)
- [imaginationfair.org/buttons-2014](http://imaginationfair.org/buttons-2014)

## Name Badges

Your lanyard name badge will include the following information from your *Exhibit Catalog* entry:

1. Your Name
2. Your Title, if applicable
3. Your Organization, if applicable

and ...

4. A smaller version of your “button sticker”

*Your may keep your name badge!* They make great scrapbook additions. If you prefer, you may return the lanyard and sleeve portion to the Badge Re-Use Box after the Fair ends.



## Schedule for Saturday, June 3, 2017

|                   |   |
|-------------------|---|
| 9:00am – 9:30am   | Set Up Period for Volunteer Event Organizers  |
| 9:30am – 10:00am  | Set Up Period for Exhibitors  |
| 9:45am – 10:00am  | <b>Mentor Check-In Period*</b>  |
| 9:55am – 10:00am  | <b>Mentor Quick Tips Talk</b>   |
| 10:00am – 12:30pm | <b>IMAGINATION FAIR — Display! Demonstrate! Discuss!</b>  |
| 12:15pm – 12:30pm | Exhibitor End-of-Fair Announcements   |
| 12:30pm – 1:00pm  | Clean Up Period for both Exhibitors and Volunteer Event Organizers  |
| 1:00pm – 2:30pm   | <b>Lunch — Location To Be Announced</b><br>for Exhibitors, “Mentors”, Volunteer Event Organizers, Guests and their families & friends |

- *To allow all Exhibitors time and focus to set their Exhibits up on time, we ask that “Mentors” wait until 10am before they begin interacting with the Exhibitors.*

See the schedule at [imaginationfair.org/schedule](http://imaginationfair.org/schedule)

## Exhibit Catalog Advertisement Mentor Discount



“Mentors” receive a substantial discount on Exhibit Catalog Advertisements.

You can help the Volunteer Event Organizers defray the costs of the Imagination Fair by purchasing an ad in the *Exhibit Catalog* or by asking your friends, families, colleagues and neighbors to consider this unique opportunity to promote their organizations to homeschoolers and their friends and families. The *Exhibit Catalog* is a quality keepsake item, so ads will not be simply tossed into the recycling at the end of the event!

All advertisements will also be posted at [imaginationfair.org/advertisers-2017](http://imaginationfair.org/advertisers-2017) and will remain online for at least one year (until at least June 3, 2018).

All advertisements will also be included in a photo album on the [Imagination Fair's Facebook](#) page.

More information about *Exhibit Catalog* Advertisements can be found at [imaginationfair.org/advertise](http://imaginationfair.org/advertise)

## About “Mentors” and Mentoring

“Mentors” are members of the community who have signed up to come and talk to Exhibitors about the products of their imaginations. *The only requirement is that you be comfortable with talking to children about their big ideas!*

**Most importantly, expect to have a great time! You get to talk to kids about what they love! You'll be inspired, excited, amazed and energized!**

Our goal for this year is to sign up 25 “Mentors.” Please encourage your friends, family members, neighbors and colleagues to volunteer as well.



## About Exhibits

Exhibits can be anything! The Imagination Fair was created to accommodate those creations that fall outside conventional categories of the traditional science fairs, tech fests, and art shows — ideas that either don't fit into the traditional art show categories or must be distorted to qualify as a traditional science fair project. Board games and video games, animations, novels, short stories and comic books, contraptions, electronics, robots, rockets and go-karts, models, architecture, dioramas and cardboard creations, clothing and costumes, LEGO® masterpieces and MINDSTORMS® marvels, and other products of the imagination. It's the perfect place to showcase “outside the box” creativity! Of course, the Imagination Fair also welcomes traditional artistic endeavors and scientific explorations!

## On the Day of the Fair

### Mentor Check-In starts at 9:45 AM



The Volunteer Event Organizers recommend that you **plan to arrive at 9:45 AM** so that you have time to address any unexpected difficulties and are ready to start talking to Exhibitors at 10 AM.

### Mentor Folder



Pick up your Mentor Folder as soon as you arrive at the Imagination Fair.

Folders will be filed *alphabetically by last name* in a file box by the front door and there will also be a Volunteer Event Organizer or two at the door to help you find your folder and to review the contents with you.



Inside the folder, you'll find your Name Badge and lanyard and your “Assigned First Exhibit” number, along with a map of the Exhibit Hall so you can find your first Exhibit space, an *Exhibit Catalog* for you to keep, and an Exhibit Bingo card for your own use.

### Mentor Lounge



We have set aside a comfortable area for “Mentors” to wait until the Imagination Fair begins.

“Mentors” will have to cross the Exhibit Hall to get to the Lounge! To ensure that Exhibitors have the Exhibits fully set up for “Mentors” on time and with as little interruption as possible, “Mentors” are asked to resist the urge to engage Exhibitors until 10 AM!

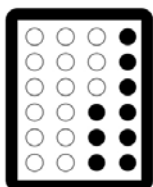
### Quick Tips Talk



There will a very brief “Quick Tips” talk at 9:55 AM to ensure that all “Mentors” have the information they need to succeed!

If you are also the parent of an Exhibitor, you are encouraged to join the other “Mentors” in the Mentor Lounge at 9:55 AM. An announcement will be made in the Exhibit Hall right before it begins.

### Button Sticker Stash



You'll be given more button stickers than you can use! Specifically, you'll receive a sheet of 24 “button stickers,” and you'll most likely have time to talk to between 15 and 20 Exhibitors. The Volunteer Event Organizer would prefer you have a few extra buttons at the end of the Imagination Fair than to find yourself short a couple of button or two!

In the unlikely event you do run out of “button stickers,” find Nic Rosenau for a solution! She'll have a plan.

You may keep your extra “button stickers” and have some fun with them after the Fair!

## Start here! — Your Assigned First Exhibit



Each Mentor will be assigned a starting Exhibit. This is to help prevent clumping and jams by spreading the “Mentors” out evenly around the room at the start of the Imagination Fair.

Your Assigned First Exhibit will be clearly marked on your Mentor Folder and on the Exhibit Hall map inside your Folder. If you can’t find your first Exhibit, ask a Volunteer Event Organizers for help — or just choose a likely place to start.

## 5 Minute Talks



Most Mentors spend about 5 minutes with each Exhibitor they meet. You do not need to time your talks! Having a general sense of the time you are spending with each Exhibitor is enough. The focus of the Imagination Fair is on the process of creation rather than the products, but you may connect with Exhibitors in any way that feels right for that particular conversation.

Mentors are asked to visit as many exhibits as time allows. Based on past Imagination Fairs, most mentors can expect to visit about 20 exhibits. Mentors are asked to be aware of which Exhibitors are in need of more visits so that no Exhibitor feels ignored.

## Exhibit Bingo

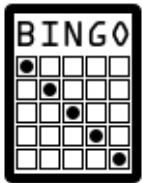


Exhibit Bingo is an original participant idea to help younger kids get involved — but we also use it to help “Mentors” keep track of which Exhibits they’ve visited! Exhibitors you visit will stamp in the space for their Exhibit number.

You can even show your Bingo card at the Prize table and receive a small prize for every five Exhibits you visit!

## Missing Exhibitors



While Exhibitors are asked to stay at their Exhibits so that they are available to talk to “Mentors”, sometimes an Exhibitor needs to take a short break. If you arrive at an Exhibit without an Exhibitor, *simply move to the next Exhibit*. You can trust that the next available Mentor will talk to the missing Exhibitor as soon as he or she returns to the Exhibit. You may even find that you circle back around to that Exhibit!

## Busy Exhibitors



In the same vein, if you find that the next Exhibitor is already engaged in a conversation with a Mentor, *simply move to the next Exhibit*. You can trust that the next Mentor in line will pick up that Exhibitor when the current Mentor finishes. This keeps the “Mentors” moving and prevents pile ups. Again, you may find that you circle back around to that Exhibit.

## Everyone welcome!



The Imagination Fair is serious about inclusivity!

The Imagination Fair does not discriminate based on race, color, national origin, ancestry, age, gender, familial status, marital status, sexual orientation, gender identity and expression, disability or handicap, veteran status, economic status, religion, or homeschooling philosophy or style.

The Imagination Fair is an all-volunteer zero-profit inclusive secular homeschool event.

## Bingo Prize Donations



If you have any **small** prizes to donate for Exhibit Bingo use, let the Volunteer Event Organizers know via an email to [imagine@hsadventures.org](mailto:imagine@hsadventures.org). You may drop the prizes off at an Make-It-Happen gatherings or just bring them along with you to the Imagination Fair.

## No Internet Access!



Please be aware that Peace Lutheran Church **does not have public WiFi**.

## Location



Peace Lutheran Church is located at 20 Northdale Blvd NW, Coon Rapids, MN 55448, just northwest of the intersection of Northdale with University Ave NW. There is a CVS pharmacy across the street. It's about 2¼ miles from the intersection of US Hwy 10 and MN Hwy 610 or about 2¼ miles from Schwan Super Rink, about 3½ miles from Coon Rapids Dam Regional Park, and about 3¼ miles from Bunker Hills Regional Park.

There is plenty of free parking in the lot. The main entrance faces the west parking lot (away from the street).

More information at [imaginationfair.org/location](http://imaginationfair.org/location) and [peacecoonrapids.org/go/directions](http://peacecoonrapids.org/go/directions)

## Lunch



Please plan to join other Exhibitors, "Mentors", Volunteers and their friends and families for lunch after the Imagination Fair at [Sammy Perrella's Pizza](#) for an all-you-can-eat buffet. This is the same location where the group went last year and is **just 2 miles** (or 5 minutes) away from [Peace Lutheran Church](#). This cost is \$9.99/adult and \$6.49/child ages 10 and under. Prices are subject to change. Check your *Exhibit Catalog* for a coupon for a free beverage with adult buffet purchase.

An RSVP is not required but is appreciated. You may RSVP at [facebook.com/ImaginationFair/events](https://facebook.com/ImaginationFair/events) or [imagine@hsadventures.org](mailto:imagine@hsadventures.org). More information about the lunch can be found at [imaginationfair.org/lunch](http://imaginationfair.org/lunch)

## Make-It-Happen Gatherings



The Imagination Fair is entirely organized by volunteers — homeschool parents, homeschool kids, and interested community members! Volunteering is a great way to meet other homeschoolers and build friendships within the homeschool community.

More information at [imaginationfair.org/volunteer](http://imaginationfair.org/volunteer)

## Invitations

Postcard-card-sized and business-card-sized printed invitations can be obtained from Nic Rosenau.

1. Stop by a [Make-It-Happen](#) gathering to pick some up
2. Email your mailing address and the number\* of invitation you need to [imagine@hsadventures.org](mailto:imagine@hsadventures.org)

\* Nic used a coupon for 250 business cards and 100 postcards, so don't be shy! There's plenty to go around.



## Other ways to connect



Invite via the Facebook Event  
[facebook.com/ImaginationFair/](https://facebook.com/ImaginationFair/)



Download and print the flyer  
[imaginationfair.org/flyer](http://www.imaginationfair.org/flyer)<http://www.imaginationfair.org/flyer>



Re-tweet!  
[twitter.com/ImaginationMN](https://twitter.com/ImaginationMN)



Download and share  
[imaginationfair.org/social](http://imaginationfair.org/social)



Website  
[imaginationfair.org](http://imaginationfair.org)



## About the Photography Release Form



On the last page of this packet is a Photography Release Form. You are asked to either grant or withhold permission to take and use photographs of you during Imagination Fair 2017 either using the form or when you submit your mentor bio and photo [online](http://imaginationfair.org/exhibit-create) at [imaginationfair.org/exhibit-create](http://imaginationfair.org/exhibit-create).

*Please don't leave us hanging!* If you do not want the Imagination Fair to use the names and images of you, please just take a moment to inform us of that.

## How the Imagination Fair May Use Your Photos and Names

Image and name usage may include but not be limited to ...

- The Imagination Fair's website. [imaginationfair.org](http://imaginationfair.org)
- Sections of HomeschoolRecess's website about the Imagination Fair. [homeschoolrecess.com/imagine](http://homeschoolrecess.com/imagine)
- Sections of HSAventures's website about the Imagination Fair. [hsadventures.org/imagine](http://hsadventures.org/imagine)
- The Imagination Fair's Flickr account. [flickr.com/photos/imaginationfair/](http://flickr.com/photos/imaginationfair/)
- The Imagination Fair's Facebook page. [facebook.com/ImaginationFair](http://facebook.com/ImaginationFair)
- The Imagination Fair's Twitter account. [twitter.com/ImaginationMN](http://twitter.com/ImaginationMN)
- Printed material such as catalogs, brochures, flyers, invitations and information packets like this one.
- PDF versions of printed materials, such as catalogs, brochures, flyers, invitations and information packets like this one.

## If You Want to Customize the Photo Release

Please feel free to write in the ways that you are willing to allow (or not allow) the Imagination Fair to use the your image and name.

- If you do customize the form, a Volunteer Event Organizer may contact you for clarification about your modifications.

## No photos?



If you request that no photos be taken of you, then a "no camera" symbol will be added to your name badge to help Volunteer Event Organizers identify who to avoid while photographing at the Imagination Fair.

*If you request that the Imagination Fair not use images of you, please understand that you may still appear in the background of other images, but we will take care to blur out your face.*

## Disclaimer

The photo release only addresses how the Imagination Fair will use images and names. Volunteer Event Organizers cannot control the actions of others!

## What is Homeschool Adventures relationship to the Imagination Fair?

Homeschool Adventures does not organize, host or sponsor events. Instead, it provides the structure to assist individuals in doing so. The volunteers organizing the Imagination Fair are members of Homeschool Adventures and rely heavily on that support structure and community to ensure a successful event.



## About this packet

Creating an information packet for Exhibitors was suggested by a 2015 Exhibitor. The Volunteer Event Organizers decided it was such a good idea, they made this one for "Mentors," too! Please email [imagine@hsadventures.org](mailto:imagine@hsadventures.org) if you spot any errors! Please also share any suggestions for changes to this packet going forward. Major revisions will be announced via email. Revised PDFs will be posted to [imaginationfair.org/mentor-info](http://imaginationfair.org/mentor-info)

## Giving credit where credit is due!

The photograph of Mentor Jeremy Wilker talking to an Exhibitor about 3D Printers at Imagination Fair 2015 was taken by Molly Lahr. No Photos icon from Leo Reynolds at flickr.com/photos/lwr/ The Imagination Fair 2017 logo, flyer, invitation and social media images were designed by Nic Rosenau with Rohn Blake. The Imagination Fair logo was designed by Séamus Blake. The Homeschool Adventures logo was designed by Chris Stephan. Social media icons created by Nicholas Roach at elegantthemes.com. Map from Google Maps. All other icons are from The Noun Project at thenounproject.com including Alarm Clock by Rémy Médard, Folder by Simple Icons, Meeting by Marie Van den Broeck, Folding Chair by James Keuning, No Signal by Pumpkin Juice, Plug-In by Gergely Korinek, Splatter by Magicon, Speaker by Mete Eraydın, Siblings by Marie Van den Broeck, Megaphone by Nithin Davis Nanthikkara, Cleaning by parkjisun, Cash Register by hunotika, Water Bottle by Creative Stall, Orange by Creative Stall, Diner by Isabel Martínez Isabel, Group by Arthur Skripnik, Volunteer by Nick Bluth, Big Family by Marie Van den Broeck, Share by Margot Nado, Internet by Gregor Črešnar, and Photographer by Eric Milet. All other images by Nic Rosenau.

*Revised 2017-03-15*





## Photography Release Form

I hereby authorize the Imagination Fair to publish **photographs** taken of **me** and/or **my minor child or children** on Saturday, June 3, 2017 at the Imagination Fair and its related events for use on the Imagination Fair's print, online and video-based marketing materials, as well as other Imagination Fair publications.

### Name Usage Options

**First Name Usage:** I hereby authorize the Imagination Fair to publish the **first names** of me and/or my minor child or children for use on the Imagination Fair's print, online and video-based marketing materials, as well as other Imagination Fair publications.

**Last Name Usage:** I hereby authorize the Imagination Fair to publish the **last names** of me and/or my minor child or children for use on the Imagination Fair's print, online and video-based marketing materials, as well as other Imagination Fair publications.

I hereby release and hold harmless the Imagination Fair and its representatives from any reasonable expectation of privacy or confidentiality for myself and for the minor child and children listed below associated with the images specified above.

Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize the Imagination Fair to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I, the minor child, or minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Imagination Fair, its volunteers, its contractors, and any third parties involved in the creation or publication of Imagination Fair publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor child or children listed below.

|  |           |              |
|--|-----------|--------------|
| _____                                    | _____     | _____        |
| Printed Name of Parent or Legal Guardian | Signature | Date         |
|  |           |              |
| _____                                    | _____     | _____        |
| Name of Minor Child                      |           | Age of Minor |
|  |           |              |
| _____                                    | _____     | _____        |
| Name of Minor Child                      |           | Age of Minor |
|  |           |              |
| _____                                    | _____     | _____        |
| Name of Minor Child                      |           | Age of Minor |
|  |           |              |
| _____                                    | _____     | _____        |
| Name of Minor Child                      |           | Age of Minor |
|  |           |              |
| _____                                    | _____     | _____        |
| Name of Minor Child                      |           | Age of Minor |

Email completed and signed form to [imagine@hsadventures.org](mailto:imagine@hsadventures.org).  
Or mail to Nic Rosenau, 1918 Benjamin St NE, Minneapolis, MN 55418