

Request to Use BLOCK Fest™ Exhibit and Host a BLOCK Fest™ Event

BLOCK Fest™ is a traveling block building extravaganza for young children 8 months to 8 years and their parents. If you would like to host BLOCK Fest™ in your community, please review and complete required information and sign and return the form.

Contact person: _____ Title: _____

Organization: _____

E-mail: _____

Address: _____

Phone: _____ Fax: _____

Other partner agencies/organizations: _____

We plan to use the BLOCK Fest™ Exhibit from:

Organization: _____ Phone: (____) _____ - _____

Contact Name: _____

Proposed BLOCK FEST™ Exhibit Date(s): _____

Location: (facility) _____

Address: _____

Handicapped accessible? ____ yes ____ no

The Twiga Foundation requires that at least one individual who will oversee the BLOCK Fest™ event in your area is trained as a BLOCK Fest™ Host. We also recommend that at least one person attends and participates in another BLOCK Fest™ event to experience it prior to hosting an event. We strongly recommend this individual is there for set-up or pack-down to experience the process.

Have you held a BLOCK Fest™ event before? ____ yes ____ no

Have you or your Host attended a Certified Training? ____ yes ____ no

IF NOT, where and when do you plan to preview this exhibit and be trained as a Host?

Date: _____ Facility, City, ST: _____

Event Contact Name: _____

We plan to make your BLOCK Fest™ event available to: Parents as Teachers' families
 Other groups (list: _____) Community members

BLOCK Fest™ Exhibit – Requirements Overview

20' x 40' SPACE REQUIREMENTS: BLOCK Fest™ consists of five block building stations, each of which requires an 8' x 10' space, with 3' to 4' space between stations. A complete Exhibit Manual included in the exhibit outlines all the set-up details.

CAPACITY: To assure the safety of the participants, no more than 30 participants (children plus their parents/accompanying adults) should be using the exhibit at any one time. It is recommended to schedule one hour time slots for groups, with a 30 minute clean up and exhibit/volunteer refreshing be allowed for between groups.

VOLUNTEERS NEEDED:

- Set-up and inventory: 2 to 3 people for about 1½ hours.
- Station attendants: 5 people – 1 volunteer per station to monitor and facilitate child and adult's play and learning. Small groups (fewer than 20 children) can get by with fewer volunteers.
- Take down, inventory and pack up: 2 to 3 people for about 1½ hours.

EVALUATIONS: To be accountable to this contract agreement, we ask that all programs offer the Parent Feedback cards to participating adults and return the completed cards to our office. Parents complete the card in just 2 to 3 minutes after they participate in BLOCK Fest™. It is available electronically and is also included in the Exhibit Manual. They can be printed on a 5½" x 8" card. The Twiga Foundation will tabulate the results and send them back to you.

HOST RESPONSIBILITIES: Please keep and return the BLOCK Fest™ exhibit components in **EXCELLENT condition**. It is the responsibility of the host organization to return **all** pieces of the BLOCK Fest™ exhibit **clean, in excellent condition and packed per the instructions**. The host organization will submit a report (pre-inventory) of the exhibit condition when they receive and unpack it. It must be faxed upon receipt of exhibit, and another report faxed when it's packed up. If pieces are missing or damaged when the exhibit is received, the host site should contact the office immediately to see if arrangements can be made to replace the parts before using the exhibit. Programs will be sent an invoice for any damage up to \$50 beyond normal wear and tear.

INDEMNIFICATION: Requestor shall, at all times during the term of this Agreement and thereafter, indemnify, defend and hold Twiga, its governing board, employees, and agents harmless against all claims and expenses, including legal expenses and reasonable attorneys fees, arising out of the death of or injury to any person or persons, or out of any damage to property and against any other claim, proceeding, demand, expense and liability of any kind whatsoever resulting from the production, manufacture, sale, use, lease, consumption or advertisement of BLOCK Fest™ IP arising from any right or obligation of Requestor hereunder.

TRACKING YOUR SUCCESS: Upon completion of the exhibit, we require the host site to complete a brief Event Summary feedback form (included) with totals of the number of children and families reached.

TRANSPORTATION: The host organization must arrange for transportation of the BLOCK Fest™ exhibit to/from their site in a secure manner. A minivan with all back seats removed, a step van, or a large pick-up with a shell on top can accommodate the exhibit (7' x 3' x 4', approx. 100 cubic feet). Open trucks are not acceptable for transport. Whenever possible, host sites must have safe, secure storage for the exhibit before and after they use it.

BLOCK FEST™ RESOURCES: The BLOCK Fest™ Exhibit is available to programs for a \$_____ user fee plus shipping or transportation costs. This fee is necessary to help maintain the condition of the exhibit and coordinate its travel. The purpose is to help programs provide a fun, early math and science learning experience to young children and families in their PAT programs and communities. Each host program is responsible for:

- A \$_____ user fee
- Proof of liability insurance for your event
- Transportation of the exhibit to and from your community.
- Staffing for set-up, implementation and pack-up of the exhibit
- Publicizing their event
- Completing pre- and post-inventory forms
- Submitting Parent Feedback cards
- Submitting Event Summary forms

HANDBOOKS: *'Playing and Learning with Blocks: A Handbook for Parents and Caregivers'* was developed by the University of Idaho PAT for parents to use with the exhibit and to extend lessons learned from BLOCK Fest™ into their homes. This full-color booklet is comprised of 6 double-sided large cards that are bound into a handy reference tool. It gives tips on block learning in the areas of math, science, literacy and general knowledge; the stages of block play and the parent role in block play. This attractive book takes care of the need for multiple handouts that are costly and often thrown away. Provide one to each family.

Handbooks are available in English and Spanish and English/Spanish combo book. The handbooks can be ordered on the Merchandise Order Form at www.twigafoundation.org.

Please send a check for \$_____ for the user's fee to:

As a representative of the _____ program,
I, _____ agree that (check each box below if you agree):

- We will use the BLOCK Fest™ exhibit and all of its contents as they were intended.
- We will arrange and coordinate appropriate transportation and storage of the exhibit.
- We will staff the exhibit for safe and optimal learning.
- We will fax the inventory sheets when we receive the exhibit and before we return the exhibit to fax number (Exhibit Owner's): (____) _____ - _____.
- We will remit a \$_____ user fee.
- We indemnify Twiga Foundation.
- We will complete and submit the BLOCK Fest™ Feedback Form (included in the Exhibit Manual) immediately following our event and return with Exhibit.
- We will complete and submit the Event Summary form and return with Exhibit.

Signature

Date

Print Name

Title

After faxing your order, you will receive a confirmation and additional resource materials.



Event Summary

Completed by: _____ (Certified Trainer)			Date: _____			
Host Organization: _____			Event Name: _____			
Contact: _____			Address: _____			
Phone: _____			City, ST: _____			
Fax: _____			Zip: _____			
email: _____						
NUMBER OF 1-Hr Sessions	NUMBER OF Adults	NUMBER OF Children	English Handbooks GIVEN SOLD		Spanish Handbooks GIVEN SOLD	Parent Feedback Cards COLLECTED
NUMBER OF Certified Trainers: #		NUMBER OF Volunteers: #				
Donations Received: \$	In-Kind Donations Received:					
TOTALS	Total dollar amount collected from admissions:					\$
	Total dollar amount collected from renting exhibit:					\$
	Total dollar amount collected from fees charged for conducting training:					\$
	Total number of Parent Handbooks SOLD:					#
	Total dollar amount from Parent Handbook Sales:					\$ **
** x 5% =					TOTAL 5% royalties due Twiga on Sales:	\$

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