



(Event Staff Use Only)

DATE RCVD: \_\_\_\_\_ AMT: \_\_\_\_\_ PMT METHOD: Check \_\_\_\_\_ Credit card \_\_\_\_\_

VENDOR#: \_\_\_\_\_ BOOTH ASSIGNMENT#: \_\_\_\_\_ PARKING PASS: \_\_\_\_\_

## FORT WORTH BOOKFEST

### 2017 EXHIBITOR APPLICATION

SATURDAY, OCTOBER 14, 2017 – BOOK FESTIVAL

(A Completely Indoor Festival)

**FINAL REGISTRATION DEADLINE: THURSDAY, SEPTEMBER 14, 2017**

**PLEASE PRINT (\* denotes required information)**

\*Bookseller/Vendor/Company \_\_\_\_\_

\*Contact name: \_\_\_\_\_

\*Address: (no P.O. Boxes) \_\_\_\_\_

\*City: \_\_\_\_\_ \*St: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone: ( ) \_\_\_\_\_ \*Mobile: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

\*Email: \_\_\_\_\_ \*EIN (if non-profit): \_\_\_\_\_

\*Sales Tax OR Social Security #: \_\_\_\_\_ \*We do \_\_\_ Do not \_\_\_ plan to sell books or book-related materials.

**SPACE RESERVATION:** (Please reserve early. We cannot guarantee specific placement requests.)

I/We would like to apply for \_\_\_\_\_ exhibitor space(s) for FWBF 2017. FWBF will provide one 6' table and two chairs. The BookFest held on Saturday (Indoor Only), October 14, 9:00 a.m. to 6:00 p.m. on Tarrant County College Trinity River Campus, rain or shine. **WE WILL ASSESS A \$25 ADMINISTRATIVE FEE TO ALL CANCELLATIONS.** Absolutely no cancellation refunds allowed after THURSDAY, OCTOBER 1, 2017. Bring a copy of your emailed confirmation letter as proof of registration. All placements will be made upon payment in full. **Submission of your application indicates your agreement with all terms.**

**REGISTRATION FEES:**

Exhibitor Categories	Early Registration (Post-marked by 8/14/2017)	Standard Registration (Deadline post-marked by 9/14/2017)
<input type="checkbox"/> Author (Individual)	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$70.00
<input type="checkbox"/> Artist / Artisan	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$70.00
<input type="checkbox"/> Non-profit Organization	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00
<input type="checkbox"/> Publisher	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$125.00
<input type="checkbox"/> Retailer / Business / Service	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$175.00

Final acceptance of your application is at the discretion of the Fort Worth BookFest Organizing Team

**NOTE:** All placements include one 6' table and two chairs. **PLACEMENT WILL BE SET BY EVENT STAFF AND NOT CHANGEABLE BY THE EXHIBITOR.** Please email your Exhibitor Registration Form to [fwbookfest2017@gmail.com](mailto:fwbookfest2017@gmail.com) or mail it to the address below. Please make all credit card payments through our PayPal link to [Fort Worth BookFest](#).

## Weather

- The Fort Worth BookFest is an indoor festival and goes on Saturday, October 14, 2017 rain or shine; NO refunds made for any cause.
- Only if weather is deemed “dangerously inclement” will the event be canceled. Otherwise, operations continue!
- Please protect your equipment, supplies and/or merchandise, the BookFest is not responsible for any damage to your displays or merchandise.
- Remember, Texas weather can change dramatically from morning to evening, or overnight. Please check the weather forecast before your arrival and dress accordingly.
- You should bring plastic wrap/tarp to protect exhibits as you transport same from your vehicle to the BookFest site (some parking may be “open-air”).
- Bring your own bottled water.

## Noise and Music

- Live, unplugged music will take place during the BookFest. Exhibitors **may not** play music or use microphones, except where specifically allowed by the BookFest.

## Recycling & Sanitation

- Large bins for recycling cardboard, paper, glass and plastic will be available on-site, and traditional solid waste trashcans are located throughout the area. The BookFest staff will continuously monitor the need for trash removal; get details about this at check in.
- You are responsible for recycling or placing your trash in bins. **If the BookFest needs to clean your space at breakdown, you will be charged a base fee of \$100 on future registrations.**

## Liability

The Fort Worth BookFest, Tarrant County College District Trinity River Campus, or TALA (The Africana Literature Archives) shall not be liable for any injury to any person or damage to or destruction of any exhibit or merchandise whatsoever, or for the theft or disappearance from any display or any property contained in or about the exhibit area or for any loss sustained by an exhibitor or vendor or for any act of any exhibitor or vendor. **Your participation in this event indicates agreement with all terms.**

## Interpretation of Rules

The interpretation of all rules and regulations is the sole responsibility of the Fort Worth BookFest organizing committee and their decision shall be final and enforceable on-site. Violation of any rule or regulation or law will result in the forfeiture of your space without a refund and participants and vendors waive any right to recourse or to demand refund or to claim damages on such grounds. Participation as a vendor denotes agreement and compliance with all rules and regulations.

## Display Area/Assigned Space

- You are limited to the space assigned by the BookFest; displays, signs, and merchandise may only be erected on the surface of the booth’s countertop, or within the parameters of your assigned space.

## Aesthetics

- No exposed tape or unattractive fasteners such as many visible staples.
- Absolutely no handwritten signs, placards or banners allowed.
- Staff or volunteers in your space must be dressed professionally.
- No visible garbage, boxed trash or general clutter will be allowed.
- Tables must have tops and skirts.
- Bring fabric wrapped drops, backer boards, etc. on which to attach and display merchandise.
- Draping with fabric will create a discrete area to store boxes, bags, etc.
- **The BookFest will not skirt tables;** please bring your own fabric or skirting material. Bring a small supply box equipped with heavy-duty tape, staple gun with extra staples, scissors, utility knife, string, pen and paper, rubber bands, etc.

## Bags

- Exhibitors will need to provide their own sales bags, which should be neatly stored in your booth or space.

## Staff

- While in your booth or space, staff and volunteers should observe the same professional conduct required in your store or place of business.
- Eating in booths is discouraged; alcoholic beverages are expressly prohibited.
- Staff and volunteers should store their personal belongings out-of-site in a secure location in your booth or space.

## Telephones

If you anticipate the need to contact your store or home base regularly, you should bring a cell phone to the event and keep it on vibrate while in the BookFest area.

## Change

Each vendor is responsible for making change for customers; Fort Worth BookFest will not have change available nor be able to assist with credit card transactions. Free Wi-Fi is available throughout TCC Trinity River Campus. Skype or services like Skype are not allowed on the system. You will not be able to log in to such services.

## Security

- **TCCD Police Officers will patrol the grounds for the duration of the event day and have the power to detain and arrest violators of the law and TCC.**
- Fort Worth BookFest Volunteers will be available to assist with answering festival questions, providing directions, etc.
- The Fort Worth BookFest is not responsible for your individual moneyboxes or cash registers.
- Stay alert. Follow the same “common sense” procedures that you observe inside your store, or at other large-scale events; for example, do not have purses/hand bags visible, etc.

## Taxes and Licenses

You are responsible for collecting taxes on all merchandise sold. Please refer to [TEXAS SALES AND USE TAX FREQUENTLY ASKED QUESTIONS](#) to understand your responsibility to pay sales tax on merchandise sold in Fort Worth, Tarrant County, Texas.

## Lighting and Electricity

Tarrant County College District Trinity River College provides standard Lighting. The need for Electricity beyond overhead lighting must be cleared with Event Staff prior to use. Please check “Need Electricity” on the Exhibitor Application.

## Open for Business!

- The Fort Worth BookFest is held completely indoors and will launch rain or shine on Saturday October 14th from 9:00 a.m. to 6:00 p.m.
- There are no rain dates. Refund policy: Absolutely no cancellation refunds allowed after 9.14.2017.
- **Exhibitors MUST be open for the ENTIRE BookFest.**

## Pre-Shipment

- Neither Fort Worth BookFest nor Trinity River Campus has the capability to receive nor store pre-shipped Exhibitor Stock for sale at the BookFest and neither party will accept shipments addressed “in care of” or otherwise to either entity for a third party.

## Set-up

Set-up will commence at 7:30 a.m. **BRING HAND TRUCKS!** You will receive email confirmation assigning your closest loading area based on your space location.

## Vehicle Access

- **BRING HAND TRUCKS! The BookFest event space Absolutely Cannot be accessed directly from your vehicle. NO vehicles are permitted on the grounds ever.**
- **Campus topography is prohibitive. In the interest of public safety, we cannot make exceptions. HAND TRUCKS ARE REQUIRED!!!**

## Loading and Unloading

- All vehicles must leave the LOADING AREA by 8:30 am on Saturday. (The Exhibitor Packet will include Instructions for unloading and loading will.)
- No breakdown may begin until the Fort Worth BookFest authorizes the re-opening of loading areas for exhibitors (*approximately 6:15pm - but this could be later depending upon the public’s exit of event grounds*).

## Regulations

- **The BookFest has adopted an 80/20 policy; that is, books or items related to the written word must comprise 80% of our exhibits; sidelines such as clothing, jewelry, art, etc. may not comprise more than 20 percent.**
- You must stay in your assigned space, and sell or distribute only those items explicitly mentioned in your application.
- The Fort Worth BookFest reserves the right to eject any merchandise, literature, giveaways, decorations or other items/materials deemed unsafe or not in the best interest of the event, at any time.
- You may not engage in illegal activity of any kind.

- **After October 1, No request for Refunds will be honored, for any reason.**
- Spaces are non-transferable and cannot be resold. We reserve the right to move your space at any time during the event if needed.
- A general note: traffic not related to the BookFest is prohibited on the grounds during set-up.

**Break-Down**

- It is logistically impossible for an exhibitor to breakdown early.
- Exhibitors: please use patience during the breakdown period. We know you are eager to dismantle, but the safety of our BookFest attendees has first priority.
- We will have policed security; however, the BookFest recommends that you take valuable or irreplaceable items/inventory with you. Plan to protect your merchandise and take general security precautions.

All trash, display items, leftover giveaways, decorations, etc., must be taken with you or placed in recycling/trash bin when you leave. **If the BookFest needs to clean your space at breakdown, you will be charged a base fee of \$100 on future registrations.**