



A Culture of CommUnity!
FWBF 2018 EXHIBITOR APPLICATION
SATURDAY, October 20, 2018 – BOOK FESTIVAL (Indoor)
FINAL REGISTRATION DEADLINE: Thursday, Sept. 20, 2018

*All Exhibitors (Authors/Artists/Artisans/Publishers/Booksellers/Business) _____

*Contact name: _____

*Address: (no P.O. Boxes) _____ *City: _____ *St: _____ *Zip: _____

*Phone: () _____ *Fax: () _____ *Email: _____

We do ___ do not ___ plan to sell books ___; book-related materials ___; art/artisan products _____.

Space Reservation: (Please reserve early. We cannot guarantee specific placement requests after September 1, 2018.)

I/We would like to apply for _____ exhibitor space(s) for **FWBF 2018**. FWBF will provide one 6' table and two chairs. The BookFest date is Saturday (Indoor), October 20, 2018, 10:00 a.m. to 6:00 p.m., **300 Trinity Campus Cir., Fort Worth, TX 76102**, rain or shine. **AN ADMINISTRATIVE FEE OF \$50 WILL BE ASSESSED TO ALL CANCELLATIONS. Absolutely no cancellation refunds allowed after FRIDAY, AUGUST 31, 2018. Bring a copy of your emailed confirmation letter as proof of registration.** All placements made upon **payment in full**. Your signature on the application indicates agreement with all terms.

Exhibitor Placement & Fees:

NOTE: All placements come with one 6' table and two chairs. Exhibitors may bring their own professionally created signage.					
Category and Placement Selection (please check)	Registration Deadline (must be paid in full & postmarked by 9.20.2018)				
	Children & Youth 4th Level	Adult & Artisan Main Street	Inaugural BookFest Vendor*	Super Saver Registration (must be paid by 7.20.2018)	Early Registration (must be paid by 8.20.2018)
Individual Author	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> -25%*	<input type="checkbox"/> -20%	<input type="checkbox"/> -15%
Large Publisher/ Commercial Retailer	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> \$ 150.00	<input type="checkbox"/> -25%*	<input type="checkbox"/> -20%	<input type="checkbox"/> -15%
Non-profit Organization	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> -25%*	<input type="checkbox"/> -20%	<input type="checkbox"/> -15%
Small Press	<input type="checkbox"/> \$ 100.00*	<input type="checkbox"/> \$100.00	<input type="checkbox"/> -25%*	<input type="checkbox"/> -20%	<input type="checkbox"/> -15%
Art & Culture	N/A	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> -25%*	<input type="checkbox"/> -20%	<input type="checkbox"/> -15%
*DISCOUNT APPLIES TO VENDORS THAT PARTICIPATED IN THE 2017 INAUGURAL BOOKFEST.					
TOTAL FEE DUE UPON SUBMISSION: \$ _____					

I would like to RSVP for the **FWBF AUTHOR/EXHIBITOR RECEPTION!**

~~I would like to read from my work as part of the FWBF Reading program-~~ This option closed June 3, 2018

(Check ONE box below on left side of category): Fiction Nonfiction Children/YA Poetry Christian Urban Self-Help/Spiritual Graphic Novels/Comics E-Books/Audio Books Cross-Cultural

Signature: _____ Print name: _____ Date: _____

Please e-mail Author/Presenter/Panelist information and Exhibitor Application to: fwbookfest2017@gmail.com.
 Either make you payment via credit card through our PayPal account at: [Fort Worth BookFest](#), or mail your check made payable to "Fort Worth BookFest" to: Fort Worth BookFest, 6731 Bridge Street | Ste. 156, Fort Worth, TX 76112
 For information, call (817) 929.4054;
 visit us at www.fortworthbookfest.com or email us at fwbookfest2017@gmail.com

Weather

- The BookFest is an indoor event and is held rain or shine. Refunds will **NOT** be issued if the weather is inclement.
- The event is only canceled if weather is deemed “dangerously inclement”. Otherwise, operations continue!
- Parking is also indoors. The BookFest is not responsible for any damage to your displays or merchandise.

Noise and Music

- Live music will take place during the BookFest. Exhibitors may not play music and microphones are prohibited.

Recycling & Sanitation

- Recycling bins for cardboard, paper, glass and plastic will be available on-site; get details about this at check in. Sanitation will have trashcans throughout the area and FWBF staff will monitor the BookFest continuously. You are responsible for recycling or placing your trash in bins.

The BookFest will charge a base fee of \$100 on future registrations if your space needs cleaning at breakdown.

Liability

Fort Worth BookFest, Tarrant County College, and TALA (The Africana Literature Archives) shall not be liable for injury to any person, damage to or destruction of an exhibit or merchandise whatsoever. Nor be liable for the theft or disappearance of 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. Participants and vendors waive all rights 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 to you 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.
- Staff or volunteers in your space must be dressed professionally.
- No visible garbage, boxed trash or general clutter will be allowed.
- Please secure all flyers, newsletters and papers, as they can blow away. Bring paperweights.
- Draping with fabric will create a discrete area to store boxes, bags, etc.
- Bring fabric wrapped drops, backer boards, etc. on which to attach and display merchandise.
- Tables must have tops and skirts.
- **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.
- 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 that is required in your store or place of business.
- Eating is discouraged in booths; consuming of alcoholic beverages is expressly prohibited on the premises.
- 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 regularly contact your store or home base, you should bring a cell phone to the event.

Change

- Each vendor is responsible for making change for customers; FWBF will not have change available.

Security

- **TCC | TRC Campus Police** will patrol the grounds for the duration of the event day.

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- 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/cash boxes, etc. visible.

Taxes and Licenses:

- You are responsible for collecting taxes on all merchandise sold. Report this as directed at [Sales Tax](#).

Lighting and Electricity

- FWBF is a daytime event. Some electrical outlets are available throughout the building. Please indicate if you need to be near an outlet and what you want to plug in.

Open for Business!

- Fort Worth BookFest is held rain or shine indoors on Saturday, October 20, 2018 from 10:00 a.m. to 6:00 p.m.
- There are no rain dates. Refund policy: Absolutely no cancellation refunds allowed after August 31, 2018.
- **Exhibitors need to be open for the Duration of the BookFest.**

Vehicle Access

- **Hand trucks and move-in/move-out assistant will be available! All vehicles will load and unload via the garage entrance during the BookFest’s setup/breakdown period. In the interest of public safety, we cannot make exceptions. Please feel free to bring your own HAND TRUCKS!!!**

Set-up

Set-up will commence at 8:00 a.m.

Loading and Unloading

- All vehicles must leave the LOADING AREA by 9:30 am on Saturday.
- If Authors and publishers would like to ship their books ahead, Trinity River Facilities Staff will accept books – ONLY, beginning October 10 and kept your packages in a secured room on campus until your arrival. Ship materials to:
Fort Worth BookFest
Attn: (ADD Your Name Here)
C/o TCC | Trinity River Campus
350 Henderson Street
Fort Worth, TX 76102
- We recommend including a return shipping label and manifest from your shipper. At the end of the BookFest, you will prepare your materials for return shipping; staff will store items for shipping and contact shippers for pick-up. Vehicles may not return to the event for breakdown until the Fort Worth BookFest authorizes the re-opening of the Loading dock for exhibitors (*approximately 6:15pm - but this could be later depending upon the public’s exit of event grounds*).

Regulations

- **The BookFest has adopted a 80/20 policy; 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%.**
- You must stay in your assigned space, and sell or distribute only those items explicitly mentioned in your application.
- Fort Worth BookFest reserves the right to reject 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.
- **Refunds are not given 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 Festgoers has first priority.
- We will have policed security; however, the FWBF recommends that you take valuable or irreplaceable items/inventory with you.
- You are required to take all trash, display items, leftover giveaways, decorations, etc., with you or placed in recycling/trash bins 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.**