

DATE RCVD: _____ AMT. _____ CHECK #: _____ VENDOR# _____ BOOTH ASSIGNMENT# _____



A Culture of CommUnity!

FWBF 2019 EXHIBITOR APPLICATION

SATURDAY, October 12, 2019 – BOOK FESTIVAL (Indoor)
FINAL REGISTRATION DEADLINE: Tuesday, September 12, 2019

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

*Contact name: _____

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

*Phone: () _____ *Email: _____

I/ We plan to sell books _____; book-related materials _____; art/artisan products _____.

Space Reservation: (Please reserve early. We cannot guarantee specific placement requests after AUGUST 12, 2019.)

I/We would like to apply for ½ ____, 1____, or 2____ exhibitor table(s) for **FWBF 2019**. FWBF will provide one, two, or four chairs, respectively. The BookFest is an indoor event, **Saturday, October 12, 2019, 11:00 a.m. to 4:00 p.m., 330 East 4th St., Fort Worth, TX 76102. AN ADMINISTRATIVE FEE OF \$50 IS ASSESSED ALL CANCELLATIONS. Absolutely NO refunds granted after SATURDAY, AUGUST 31, 2019.** For check-in, a copy of your emailed confirmation letter is proof of registration. Your signature denotes agreement with the entirety of this application, payment in full and all requested documentation reserves your space(s).

Exhibitor Category, Placement & Fees:

NOTE: Exhibitors must provide their own professionally created signage and table skirting.
 Electrical outlet to plug in: _____ End space, if possible (**LIMITED**) for: _____

Category and Placement Selection (please check)	Registration Deadline (must be paid in full & postmarked by 9.12..2019)		
	Early Registration - 15% off + Transaction Fee in Column 3 (4.15 - 6.30.2019)	Final Registration + Transaction Fee in Column 3 (7.01 - 9.12.2019)	For PayPal Transactions <u>ONLY</u> add <u>FEE</u> noted to all registrations
Author/ Artist / Artisan Shared Space (1/2 Table)	<input type="checkbox"/> \$46.75	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$1.90
Author/ Artist / Artisan Single Space (1 Table)	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$3.20
Publisher / Commercial (Large or small) (2 tables)	<input type="checkbox"/> \$157.25	<input type="checkbox"/> \$185.00	<input type="checkbox"/> \$5.67
Non-profit Organization	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$3.20

TOTAL DUE at REGISTRATION: \$ _____ **Send me an invitation to the Books 'n Boots Soiree, FRIDAY, 10/11, 6:30 P.M.**

Please check the Reader you target: Adult Early Reader Juvenile Young Adult | Or, are you an: Artist & Artesian

Into what general genre would you categorize your book? Fiction Non-fiction Poetry Self-Help/Spiritual

Christian Urban **I would like to read from my work on the Main Stage or be considered as an Author Panelist.**

Please add additional detail by checking/adding additional category types below:

Action-Adventure Biography/Auto-Biography Comics/Graphic Novel Design Family & Relationships

Humor Memoir Mythology Mystery Romance Sci-Fi Sports & Recreation Travel True Crime

_____ _____ _____

Interpretation of Rules

The interpretation of all rules and regulations is at the sole discretion 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 remedy, to demand a refund, or to claim damages on such grounds. Your signature on **Page 4** of this document and participation as a vendor denotes agreement and intent to comply with all rules and regulations as noted on Pages 2 and 3.

Liability

Fort Worth BookFest, Maddox-Muse Center, and TALA (The Africana Literature Archives, LLC) shall not be liable for injury to any person, damage to or destruction of an exhibit or merchandise whatsoever. Nor will the entities 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 signature on **Page 4** of this document and participation as a vendor denotes agreement and intent to comply with all rules and regulations as noted on Pages 2 and 3.

Weather

- Fort Worth BookFest is an indoor event and will occur rain or shine
- There are no rain dates and cancellation will occur only if the weather is deemed “dangerously inclement”
- Refunds will **NOT** be issued because of inclement weather
- Refund policy: **Absolutely no cancellation refunds will be granted**

Loading and Unloading

- Exhibitors may begin move-in to the exhibit area beginning at **8:00 a.m. Saturday, October 12, 2019** via the loading dock located at **550 Jones Street** (Directions included in the Exhibitor Confirmation letter)
- Volunteers will be available at the dock to assist you with loading your merchandise onto your cart or the available carts. Because of the limited dock space, the volunteers will deliver your merchandise to your assigned booth while you park your vehicle in the designated garage (across the street from the Maddox-Muse Center). Parking spaces near the dock area are reserved for the Maddox-Muse Center staff
- All loading and unloading will occur via the loading dock entrance ONLY during the setup/breakdown period. We cannot make exceptions; please feel free to bring your own hand truck/cart
- No pre-shipped Exhibitor merchandise can be accommodated prior to the day of the event
- Move-out will begin at **4:30 p.m.**, to give our visitors time to exit the building. There will be no early move-out

Set-up

- Exhibitors should be set up and ready for business by **10:45 a.m.**, and should remain open for the duration of the BookFest (until 4:30 p.m. giving visitors time to exit the building)

Parking

- Parking is free on weekends in downtown Fort Worth on the street and in designated parking garages. Additional information and directions to Maddox-Muse Center and parking will be provided prior to BookFest

Display Area/Assigned Space

- You are limited to the space assigned and may only erect displays, signs, and merchandise on the surface of the booth's countertop, or within the parameters of that assigned space

Aesthetics

- Please bring your own fabric or skirting material; **tables will not be skirted**
- Draping with fabric will create a discreet area to store boxes, bags, etc.
- No exposed tape or unattractive fasteners allowed
- Please bring your own supply box with items you may need, such as heavy-duty tape, staple gun with extra staples, scissors, utility knife, string, pen and paper, rubber bands, etc., as these will not be provided
- Absolutely no handwritten signs, placards or banners
- Staff or volunteers in your space must be dressed family-friendly
- Keep trash or general clutter out of sight
- Bring fabric wrapped drops, backer boards, etc. on which to attach and display merchandise
- Exhibitors will need to provide their own **sales bags**

GENERAL FWBF EXHIBITOR INFORMATION | Page 3

Staff

- While in your booth or space, your staff and or volunteers should observe the same professional conduct that is required in your store or place of business
- Consuming of alcoholic beverages is expressly prohibited on the premises
- Staff and volunteers should store their personal belongings out-of-site in your booth or space

Change

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

Security

- Maddox- Muse Center security personnel will patrol the venue for the duration of the event day
- Fort Worth BookFest is not responsible for vendor moneyboxes or cash registers
- Stay alert and follow the same “common sense” procedures that you observe inside your store, or at other largescale events; for example, do not leave 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; however, upon request and availability, some electrical outlets may be available throughout the building. Please indicate your need in the space indicated above and what you will plug in

Regulations

- **The BookFest has adopted a 80/20 policy; books and items related to the written word will comprise 80% of our exhibits; sidelines such as clothing, jewelry, art, etc. will comprise no more than 20%**
- You must stay in your assigned space, and sell or distribute only those items described 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
- 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
- You are required to take all trash, display items, leftover giveaways, decorations, etc., with you or place in recycling/trash bins when you leave

Noise and Music

- Music will be provided during the BookFest; exhibitors are asked not play music or use microphones

Sanitation

- Trashcans are placed throughout the exhibit area and FWBF staff will monitor the BookFest continuously. You are responsible for placing your trash in the available containers

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

Signature: _____ Print name: _____ Date: _____

Please share with us the Social Media Platforms you use and your user name so we can like and follow you:

- Facebook _____
- Instagram _____
- Pinterest _____
- Twitter _____
- Other _____

Please e-mail all the information that completes your registration together, to fwbookfest2017@gmail.com.

Check all that is included:

- Exhibitor Application (pages 1 and 4 only – please remember to sign and date page 4)
- Exhibitor Information Packet – include Email address and Cell number on each of the following
 - Bio .PDF
 - Book profile .PDF
 - Headshot .JPG
 - Book jacket Cover .JPG
- Author/Presenter/Panelist – include Email address and Cell number on the file on each of the following, (if applying)
 - A 75-100 word description of your area of interest
 - Suggested discussion subject – include on description page
 - Audience take away – include on description page
 - Author Parade of Characters Book Character application (if applying)

Submit payment in full:

- Via credit card through PayPal using this link: [Fort Worth BookFest](#)
- Mail check or M.O. payable to “Fort Worth BookFest”
 - Fort Worth BookFest
 - 6731 Bridge Street | Ste. 156
 - Fort Worth, TX 76112

For information call:

- (817) 929.4054
- Visit us at www.fortworthbookfest.com
- Email us at fwbookfest2017@gmail.com
- Follow us on Facebook.com/fwbookfest