



**TULARE COUNTY LIBRARY  
BOOK FESTIVAL 2024  
Exhibitor Registration Form  
(Author/Illustrator/Publishers/Vendors)**

**Location:** Tulare County Library Visalia Branch, 200 West Oak St., Visalia, CA 93291  
**Date/Time:** Saturday, October 5, 2024 10 am-2 pm  
**Cost:** FREE to the public. Vendor costs vary.

The Tulare County Library Foundation, a 501(c)3, is excited to invite Exhibitors for this year's Festival. The Festival celebrates reading and learning with featured authors, storytellers and more. The Foundation welcomes booksellers, publishers, local authors, artists, or non-profit organizations focused on literacy or education. In addition, we will welcome a few selected vendors for foods, crafts, and other.

Please complete the form attached to join us as an Exhibitor at this year's Book Festival.

Read over carefully and complete the required form. Send via email (preferred) or US mail. Once submitted and approved, the form is your commitment to be present at the Festival. Once you receive approval, a check to the Tulare County Library Foundation should be sent immediately to the address noted to ensure your space. Applications must be received by September 14, 2024 with Checks due no later than September 27, 2024 to ensure your booth space and mention in any publicity.

Thank you for being part of the 2024 Tulare County Library Book Festival. We look forward to your participation!

Sincerely,

Sonia Mehrmand  
President, Tulare County Library Foundation

# Tulare County Library Book Festival

## Exhibitor Guidelines

**Booth Space:** No Exhibitor shall assign, sublet, or share any part of the space allotted. Shared booths will be assigned to exhibitors. The Tulare County Library Book Festival staff assigns placement of all Exhibitors. Please be advised that booth space is limited. Once we sell our allotted space, booth rentals close.

**Applications:** Submit your completed Exhibitor application, agreement, and payment by the due date or sooner. Approved applications are confirmed and processed once payment is received.

**Exhibitors/Vendors:** All Exhibitors, including authors, are required to supply their own table, chairs, and canopies. This includes supplying product or books to sell directly to Festival attendees. These “vendors” retain 100% of the proceeds from all their sales and should be prepared with cash for making change during transactions. Vendors are solely responsible for their monetary transaction and may accept cash, checks (if desired), or credit card payments (using their own equipment).

All Vendors are responsible to meet all applicable laws, including maintaining any and all appropriate licenses and permits. Any required documents must be presented to library staff or appropriate authorities when requested.

**Set-up and Registration:** Exhibitors receive specific instructions regarding unloading, parking, registration, and booth set up prior to the event. Booth assignment notification occurs at Exhibitor registration on the morning of Saturday, October 5, 2024, the day of the event.

**Damages:** The Exhibitor agrees to be liable for any damage on the premises, or to the other Exhibitors, or others property which may be caused by the acts of the Exhibitor or its employees, agents, or volunteers.

**Publicity:** Approved Exhibitors agree to allow the Festival to use their name in any publicity produced to promote the event. In addition, approved Exhibitors may promote the Festival using the Library Foundation’s logo with their customers, friends, and family on social media, press, etc. Exhibitors can also register as sponsors to receive additional recognition and promotion opportunities.

### **Space Criteria**

To ensure public safety and handicap accessibility, passable walkways must be maintained at all times. All Exhibitors must keep all displays and materials within the constraints of the booth space(s). Handing out flyers or merchandise to festival attendees outside of the assigned booth space is prohibited. Failure to adhere to these directions will result in your removal from the Festival.

**Security:** The Exhibitor is responsible for his/her own security with respect to cash or tangible property brought for or to the Festival.

**Tulare County Library Book Festival  
Exhibitor Application**

**Please complete the following:**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Detailed Description of Your Exhibit: Please provide a brief (100 words maximum) description of the books, arts and crafts, or other merchandise you will be exhibiting at your booth. Please send any marketing information you might have regarding your books or arts and crafts.

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**Links:** Please list links to your website, blogs, and social media.

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**If chosen, please supply a print-quality logo, publicity photo, and book cover images.**

**Author Reading or Panels:**

Authors are encouraged to volunteer for a panel or short reading. Due to time, not all authors will be selected. Are you interested? **YES** \_\_\_ **NO** \_\_\_ **Genre** \_\_\_\_\_

**Exhibitor Costs (Check One)**

- \$15 shared Authors/Illustrators/Publishers 10x5 booth.
- \$25 full booth Authors/Illustrators/Publishers 10x10 booth.
- \$25 Other Vendors (arts, crafts, etc.) 10x10 booth. See sponsorship form for additional opportunities.
- \$50 Food Trucks (must carry a Tulare County Health & Mobile Food Permit, provide with application)
- Free for 501 c3 Nonprofits organizations (focused on literacy) and Tulare County agencies 10x10 booth.

**Each Exhibitor will be provided space as selected above. If additional space is requested, an additional cost will be charged. Please supply your own table, chairs, pop up canopy, etc.**

An email will be sent notifying you whether approved. Applications are processed when payment is received in full so a booth can be assigned. Make payment by check to the **Tulare County Library Foundation**. Please contact [Foundation@tularecountylibrary.org](mailto:Foundation@tularecountylibrary.org) to make a payment online.

**Email applications to:** [Foundation@tularecountylibrary.org](mailto:Foundation@tularecountylibrary.org) or

**Mail applications and/or Check to:**

Tulare County Library Books Festival  
c/o Tulare County Library Foundation  
200 W Oak Ave  
Visalia, CA 93291

**Applications are due September 14, 2024 and payments by September 27, 2024.**

Questions? Contact us at [Foundation@tularecountylibrary.org](mailto:Foundation@tularecountylibrary.org) or 559-713-2720.

Thank you for your support!

By signing this agreement the Exhibitor/Vendor hereby agrees to indemnify and hold harmless COUNTY OF TULARE (COUNTY) and the CITY OF VISALIA and their respective officers, agents, employees, and assigns from any liability imposed for injury or damage to person or property, arising from Exhibitor/Vendor's use of COUNTY's or CITY's facilities during the term of this Festival, including set-up and tear-down times, from any cause whatsoever, except injury or damage resulting from the acts or omissions of COUNTY, CITY or their authorized agents.

Wherefore: The parties hereto read, understood, and agree to all the terms and conditions set forth above.

For Exhibitor:

I am authorized to sign for the person/company/organization listed:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_