



**Tulare County Library Book Festival  
Exhibitor Registration Form  
(Author/Illustrator/Publishers/Vendors)**

**Location:** Tulare County Library – Visalia Branch, 200 West Oak St., Visalia, CA 93291  
**Date/Time:** Saturday, November 5, 2022 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 is a celebration of reading and learning with featured authors and we welcome booksellers, publishers, local authors, artists, or non-profit organizations focused on literacy or education. In addition, a few selected vendors for foods, crafts, and other items will be chosen for the festival.

Please complete the form attached to become Exhibitor at our popular 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 your 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 October 14, 2022. Checks must be received no later than Wednesday, November 2, 2022 to ensure your booth space.

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

Sincerely,

SaRonn Mitchell  
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. The Tulare County Library Book Festival staff will assign placement of all Exhibitors. Please be advised that booth space is limited. Once we sell our allotted space, booth sales will close.

**Applications:** Submit your completed Exhibitor application, agreement, and payment as soon as possible. Approved applications will only be 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 of 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 staff or appropriate authorities when requested.

**Set-up and Registration:** Exhibitors will receive specific instructions regarding unloading, parking, registration, and booth set up prior to event. Booth assignment notification occurs during Exhibitor registration on the morning of Saturday, November 5, 2022.

**Damages:** The Exhibitor agrees to be liable for any damage on the premises, or to the other Exhibitors, or others property which may be cause 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 our 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 goers outside of 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 \_\_\_\_\_

Booth Name: \_\_\_\_\_

Detailed Description of Your Exhibit: Please provide a brief (100 words maximum) description of the books or arts and crafts 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)**

- \$20 shared Authors/Illustrators/Publishers 10x5
- \$25 full booth Authors/Illustrators/Publishers 10x10
- \$25 Other Vendors (arts, crafts, food, etc.) See sponsorship form for addition opportunities.
- \$10 Non-Profit (focused on literacy or educational issues)

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

An email will be sent notifying if approved. Applications will be processed when payment is received in full so a booth can be assigned. Make payment by check to the **Tulare County Library Foundation**.

**Email applications to:** [BookFestival@tularecountylibrary.org](mailto:BookFestival@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 October 14, 2022 and payments by November 2, 2022.**

Questions? Contact us at [BookFestival@tularecountylibrary.org](mailto:BookFestival@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 \_\_\_\_\_