



Annual Texas Book Festival November 5-6, 2022 • Austin, Texas

EXHIBITOR APPLICATION

To expedite your application, you may sign up online at <https://www.texasbookfestival.org/2022-exhibitor-application/>

Join the Texas Book Festival as we celebrate our 27th Annual Festival to be held in and around the Capitol grounds in Austin, Texas, on November 5-6, 2022. The Texas Book Festival connects authors and readers through experiences that celebrate the culture of literacy, ideas, and imagination. The two-day Festival is a gift to the state of Texas, free and open to the public, bringing books to life through author readings, innovative panel discussions, demonstrations, and book signings. Advertised and promoted nationally, the Texas Book Festival attracts 50,000 attendees. The Festival offers exhibitors a great opportunity to showcase their products and/or services to this large audience of book lovers.

APPLICATION INSTRUCTIONS

We will be handling exhibitor applications a little differently this year! Due to increased interest in our exhibitor space over the past few years, we will now require all exhibitors to first send in an application to be reviewed by a selection committee. The committee will accept applicants on a rolling basis, and upon acceptance, applicants will be provided with a final approval contract that you must fill out, sign and return with your payment information. We do not accept cash as a form of payment. Note that you are not confirmed as an exhibitor until we receive your final contract and FULL payment.

EXHIBITOR OPPORTUNITIES

VIRTUAL MARKETPLACE

\$100.00: Registration Fee

Virtual Marketplace listing includes:

- One square spot on our virtual marketplace website that links to your website, including a short description provided by the exhibitor

STANDARD EXHIBITOR BOOTH

\$825.00: Early Registration Discounted Fee, prior to August 5, 2022

\$725.00: Early Registration Discounted Fee, *each additional booth*, prior to August 5, 2022

\$925.00: Standard Registration Fee, August 5, 2022 through September 16, 2022

\$825.00 Standard Registration Fee, *each additional booth*, August 5, 2022 through September 16, 2022

\$1,025.00: Late Registration Fee, September 16, 2022 through October 7, 2022

\$925.00: Late Registration Fee, *each additional booth*, September 16, 2022 through November 3, 2022

Booth fee includes:

- 10'x10' booth space within a large walled tent
- One 8' topped/skirted table with two chairs
- One identification sign in booth
- One parking pass
- One exhibitor listing in Festival publication and on Festival website
- Access to electricity

NON-PROFIT BOOTH

\$525.00: Registration Fee

Note there is no early registration discount for non-profit booths. If you are a non-profit, you must submit a copy of your 501(c)3 status certification with your application and payment. Note that there is limited availability.

Booth fee includes:

- 10'x10' booth space within a large walled tent
- One 8' topped/skirted table with two chairs
- One identification sign in booth
- One parking pass
- One exhibitor listing in Festival publication and on Festival website
- Access to electricity

Cancellation Policy: If you must cancel your reservation, a letter or email requesting a refund must be sent to the Texas Book Festival and Debra Saleny. Refund terms: 50% through September 2, 2022. 25% between September 3 and September 16, 2022. No refunds after September 16, 2022. The Texas Book Festival will take place rain or shine. Refunds will not be issued due to inclement weather. If the Texas Book Festival is cancelled, all exhibitor fees will be refunded. The Texas Book Festival will follow all public health advice and mandates from Austin Public Health, and will use those guidelines to make event changes and cancellations. If the Festival changes to virtual, exhibitors will be offered a virtual listing for \$100, and refunded the remainder. Exhibitors may choose a full refund if they do not want a virtual listing.

EXHIBITOR INFORMATION:

Company/Organization _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip Code _____

E-mail Address _____

Federal Tax I.D. Number _____

Phone _____ Cell _____

Check category: Publisher National Bookstore Chain Non-profit Organization
 Author Independent Press/ Literary Magazine
 Independent Bookstore
Other _____

Description of business/organization:

Company name(s) to appear on booth sign:

Two exhibitors may share a booth. The Festival will accept only one application per booth. That application must designate the company with whom they are sharing the booth and assume full payment for the booth. Complete the section below *only* if you are sharing a booth.

Name of Partnering Company/Organization _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip
Code _____

E-mail Address _____ Federal Tax I.D. Number _____

Phone _____ Cell _____

AGREEMENT: By executing this application, I acknowledge receipt of and agree to be bound by the terms and conditions set forth in this application and in the Texas Book Festival Exhibitor Booth Contract Terms and Conditions on behalf of myself and all parties working in my booth. Upon receipt of your application, the review committee will determine acceptance of your application and upon approval will notify you by email with instructions on how to make your full payment. The Texas Book Festival reserves the right to cancel your participation in the festival and provide a refund. The Texas Book Festival does not accept any responsibility for any expenses incurred in the planning of your participation in the festival if your participation is cancelled or rejected.

Signed _____ Date _____

APPLICATION SUBMISSION OPTIONS: MAIL. Mail completed application to: Texas Book Festival, Attention: Exhibitor Applications, 1023 Springdale Road, Building 14, Suite B, Austin TX 78721. **E-MAIL.** Scan and e-mail completed application and payment information to: Debra Saleny, debra@texasbookfestival.org.

2022 TEXAS BOOK FESTIVAL INFORMATION & REGULATIONS

TBF (Texas Book Festival) has selected **Turnkey Event Rental** and A Perfect Star Decorator & Exposition to serve as the independent contractors to provide services and equipment to exhibitors. Complete information concerning equipment and services that the exhibitors may purchase, or rent will be included in the exhibitor's information kit that each exhibitor will receive in late September. Turnkey Event Rental and A Perfect Star will maintain an exhibitor's service center on site to facilitate service requests from exhibitors.

Care of Exhibit Space

TBF will arrange for cleaning of aisles and removal of trash from large receptacles at the end of each tent. The exhibitor will keep their booth in a neat and professional manner and appearance. Handwritten signs are not permitted. Overflowing trash should not be visible within your booth. Fire Department safety regulations require that aisles be kept clear of furnishings and equipment at all times. Decorations, signs, banners, etc. may not be fastened to tents and other structures. The Exhibit area is a non-smoking area; smoking is NOT allowed in any exhibitor tents, or within 15' of any TBF tents or structures. No possession or consumption of alcohol is allowed on Festival grounds. Exhibitors who leave a large amount of trash in their booth/table space at move-out will be billed for excessive cleanup.

PLEASE DO NOT leaflet or distribute products in the aisles, near the doors or outside of the exhibitor tents, or on festival grounds. Exhibitors must remain within their booth. Mascots cannot roam the festival grounds.

Helium Balloons

Due to safety issues created with the use of helium tanks, and a fee to retrieve balloons from trees near and on State Capitol grounds, helium balloons are not allowed at the Festival.

Dogs/Pets

Dogs and other pets that are part of a display must be fully vaccinated. No aggressive dogs allowed. All pets must be leashed and in complete control by the owner at all times. Owners accept full responsibility for the safety of their pets and all visitors.

Operating and Vacating Hours

Each exhibitor will maintain and operate their booth from 10 a.m. to 5 p.m. on Saturday, November 5, 2022 and 11 a.m. to 5 p.m. on Sunday, November 6, 2022. The exhibitor will remove all contents of booths no earlier than 5 p.m. and no later than 7 p.m. on Sunday, November 6, except for boxed materials to be shipped at the exhibitor's cost arranged prior to the Festival. **The exhibitor agrees that no book titles sold in the BookPeople Sales Tents and featured in the Festival lineup and official schedule will be sold.** Other titles by Festival authors are permitted. Any exhibitor who has not occupied the booth or table by 10:00 a.m. Saturday, November 5, 2022 forfeits the use of that space, no refund available.

Subletting of Space

The exhibitor shall not assign or sublet any space allotted to the exhibitor and shall not advertise or display goods other than those sold by such exhibitor in the regular course of its business. The space assigned to the exhibitor is for its own exclusive use and may be used only for the display and sale of its goods and services.

Liability

The exhibitor assumes the risk of loss and all liability for any damages or expenses arising from exhibitor's occupancy and use of the exhibition premises, or any part thereof, for any reason. The exhibitor shall at all times protect, indemnify, save, and keep harmless TBF from any damage, liability or expense arising from or out of any loss or injury to any property or person, including the exhibitor, its agents, sponsors, employees, and business invitees, which arise from or out of or by reason of the exhibitor's occupancy and use of the exhibition premises or any part thereof. The exhibitor is encouraged to insure itself against property loss or damage and against liability for personal injury at its own expense. The Texas Book Festival is not responsible for items left behind at the Festival. All items left behind will be disposed of at 9:00 p.m., Sunday, November 5, 2022.

Security

TBF will furnish security on a 24-hour basis, but the furnishing of security shall not be deemed to imply any liability or acceptance of responsibility on the part of TBF, its volunteers, or representatives, or to modify in any way the assumption of risk and release provided for above. All property of the exhibitor will remain under the exhibitor's custody and control at all times. All containers, packages, and vehicles are subject to inspection.

Sales Tax: If sales or orders are taken at your booth, a Texas Sales Tax Permit is required. The permit can be obtained free of charge by calling the Comptroller's Office at 800-252-5555 or by contacting them in writing at 1711 San Jacinto Blvd., Suite 180, Austin, Texas 78701-1416, (512) 463-4865.