



**5<sup>th</sup> Annual  
GAITHERSBURG  
BOOK FESTIVAL**

**May 17, 2014  
10 am – 6 pm**

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**EXHIBITING AUTHOR  
APPLICATION**

CONTACT

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**Say YES! To The Book**



## Exhibiting Author Fact Sheet

*Interpretation of these guidelines is at the discretion of the City staff*

### **Event Description**

The Gaithersburg Book Festival (GBF) is a large-scale annual celebration of the written word. This outdoor event features presentations and signings by authors of both national and local acclaim, writing workshops, literary exhibitors, book sales, children's activities, and more. The event runs from 10 am to 6 pm.

**Exhibitor Hours:** 10 am - 5:30 pm

### **Advertising and Promotion**

The City will advertise the festival on the City website ([www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)), the Book Festival Website ([www.gaithersburgbookfestival.org](http://www.gaithersburgbookfestival.org)), both the City and Book Festival Facebook and Twitter accounts, the City of Gaithersburg Cable TV station, the radio, print ads in newspapers/magazines, press releases, 50,000 bookmarks distributed through schools, libraries, City facilities, retail stores, shopping malls, and events.

### **Application & Notification Process**

**Early-Bird Incentive:** Exhibitors who **apply by 3/3/14** will be eligible for our **Early Bird Registration fee**. After 3/3/14, exhibitors must pay the regular fee. **Acceptance will be dependent on space available.** You will receive a confirmation e-mail upon receipt of your application, and another concerning your acceptance status once your application is processed. Specific event day information will be emailed a few weeks prior to the festival.

### **Rain Policy/Cancellation/Refund**

**This is an outdoor, RAIN or SHINE event.** You will be provided a tented space, but are responsible for further covering your merchandise in case of rain. If the City cancels the event due to public safety concerns, a refund will be given. Otherwise, there will be **no refunds after 4/18/2014**. Refunds are subject to specific guidelines and a processing fee.

### **Hall of Exhibiting Authors**

The *Hall of Exhibiting Author* is a large tented space in the center of the festival that is designated for exhibiting authors. It is designed to be a main attraction. As an exhibiting author in this tented hall, you will be provided with a 5'x 5' space [half of an 8 ft. table, 1 ft. of side space, 3ft. of rear/chair space], and 2 chairs. As you plan your display, please be aware you will be sharing an 8 ft. table with another author. Backdrops, drapes, displays, pop-ups, and signage are encouraged, but are not to impinge on your neighboring author's space. There is no power available.

Exhibitors are responsible for their own materials (ie. books, cash box, change, credit card reader, signage, table

covering, handouts etc.), and must operate only within their assigned space.

### **Book Sales / Sales Tax**

**Books:** You are responsible for selling your own books. We recommend you bring 5-10 copies. If you think you will sell more, bring more. We also recommend you open an account with SQUARE (or another on-line credit card reader). Festival statistics have shown that authors who accept credit cards sell more books than those who don't.

**Tax:** The State of Maryland requires any person selling used or new products to charge 6% sales tax and to have a Maryland Tax ID #. If you do not have a MD tax ID #, you **DO NOT NEED TO APPLY FOR ONE**. Exhibitor's names will be submitted to the Maryland State Comptroller's Office and a temporary Tax ID # will be automatically assigned to you. If you already have a MD Tax ID #, please provide it where indicated on the application form.

### **Arrival/ Setup/Breakdown**

Arrival times are staggered between 7-9 am on 5/17/14. Your arrival time will be noted on your entrance pass. Only one vehicle per exhibitor will be allowed into the festival for unloading. **You must unload and move your car to the assigned parking area, before setting up your booth.** **NOTE:** Festival streets will be closed to all traffic at 9 am. If you arrive after 9 am, your vehicle will not be let in. **You may dismantle at 5:30 pm, and not before.** If you choose to do so prior to 5:30 pm, you may lose the privilege to participate in future festivals. Vehicles will not be allowed to re-enter the festival area until police open the roads. **Please call 301-258-6350 prior to May 15 if you have questions concerning your vehicle entrance passes.**

### **Parking**

**There is no parking available on the festival grounds.** All exhibitors will receive 1 parking pass for a designated lot. All other vehicles must park at Bohrer Activity Center (3 blocks away) or at Lakeforest Mall, where a free shuttle back to the festival is available.

### **Food**

Food will be available for sale at the event. No food items or drinks may be sold by any exhibitor except for festival-approved food vendors preauthorized by the Montgomery County Health Department. A separate food vendor application is available. Please call 301-258-6350 for information and application.

### **Festival Regulations**

The festival staff reserves the right to have exhibitors remove unacceptable or inappropriate items, or to relocate or dismiss any participant. No alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, or weapons are permitted at the festival.

## GAITHERSBURG BOOK FESTIVAL 2014 Exhibiting Author Application

Application must be complete and include payment in order to be processed. Incomplete applications will be returned. Exhibiting Author space is limited and not all applications will be accepted.

**AUTHOR NAME** (as you would like it to appear on the website and in the festival program):

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

MD Tax ID # (if applicable): \_\_\_\_\_

If you do not have a MD tax ID #, you will be automatically assigned one. You do not need to apply for one.

**Book Information:** *The Hall of Exhibiting Authors is reserved for authors and illustrators who are promoting and selling their own book(s).*

Author Name: \_\_\_\_\_

Book Title(s): \_\_\_\_\_

Genre (**please circle one**):    Fiction            Non-Fiction            Young Adult            Children's            Poetry

**Placement of children's authors:** *Children's Authors will be located in our Children's Village Hall of Authors if you are selling children's AND adult books please indicate if your books are appropriate for families or if they should be in the adult Hall of Exhibiting Authors* \_\_\_\_\_

**I PLAN TO:** (Check all that apply)

☐ Sell my book(s)    ☐ Hand out info    ☐ Pass out giveaways

☐ Offer an activity or special promotion (please describe): \_\_\_\_\_

**FEES:** Please check appropriate boxes below

*Fees are per total tented space of 5' x 5' [4ft. table space, 1ft. side space, 3ft. rear/chair space], and two (2) chairs.*

**Early Bird** (postmarked by 3/3/14)

☐ \$100

**Regular Fee** (postmarked 3/4/14 or later)

☐ \$150

**SPACE REQUIREMENTS:**

Please indicate **how many** spaces you are purchasing\*: \_\_\_\_\_

*\*Space is issued only to the author listed on this application and is not transferable.*

*\*Refunds are subject to City guidelines and a processing fee.*

*\*No refunds will be made after April 18, 2014.*

**Accommodations for those with a disability**

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. **All requests must be made by March 15, 2014, on this application.** Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary:

\_\_\_\_\_  
\_\_\_\_\_

### All Applicants

I certify that I have read and fully understand the Gaithersburg Book Festival Fact Sheet and that the information contained in this application is true. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that if I intend to sell anything at the festival, **I am required to charge 6 % sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.**

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (available on line at [www.gaithersburgmd.gov/events](http://www.gaithersburgmd.gov/events)), any amendments thereto, the festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of the Gaithersburg Book Festival.

As a participant of the Gaithersburg Book Festival, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the Gaithersburg Book Festival by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

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

### MAIL COMPLETED APPLICATION with PAYMENT TO:

**Gaithersburg Book Festival Exhibiting Author**  
**506 S. Frederick Avenue**  
**Gaithersburg, MD 20877**

Exhibitor Please Complete: Please make checks payable to: **City of Gaithersburg**

#### SPACE REQUIREMENTS:

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
#of spaces Space Fee Total due

Total Paid: \$ \_\_\_\_\_ ☐ Cash ☐ Check # \_\_\_\_\_

☐ CREDIT: Circle one: VISA / MC / DISC # \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Signature (required): \_\_\_\_\_

Print Name (required): \_\_\_\_\_

### For Office Use Only: Book Festival 2014

**#38974 - Early Bird by March 3<sup>rd</sup>**

☐ \$100 Author

\_\_\_\_\_ # of spaces

**#38975 - AFTER March 4<sup>th</sup>**

☐ \$150 Author

Rec'd: \_\_\_\_\_

Initials: \_\_\_\_\_

Proc: \_\_\_\_\_

Initials: \_\_\_\_\_

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