



**5th Annual
GAITHERSBURG
BOOK FESTIVAL**

**May 17, 2014
10 am – 6 pm**

**LITERARY
EXHIBITOR
APPLICATION**

EXHIBITOR CONTACT

Ilana Guttin • iguttin@gaithersburgmd.gov • 301-258-6350

Say YES! To The Book



Exhibitor 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), the Book Festival Website (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 3/4/14, 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.

Exhibitor Space

All spaces are 10' x 10', are located outdoors, and come with a tent, 1 table and 2 chairs. Exhibitors are responsible for their own materials, and must operate within their assigned space. We encourage you to make your space eye catching and inviting.

Electricity

There is **no electricity** available, and **generators are not permitted**.

Sales Tax Information

The State of Maryland requires any person selling used or new products to charge 6% sales tax and 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 to pack up until police open the roads. **Please call 301-258-6350 prior to May 15th 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.

Photos

Photographs submitted may be used to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

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.

2014 GAITHERSBURG BOOK FESTIVAL
Exhibitor Application

Application must be complete and include payment in order to be processed. Incomplete applications will be returned. Sending in your application and payment does not guarantee acceptance.

Organization/Business NAME (as you would like it listed on website and in festival program):

Contact Person: _____ e-mail: _____

Full Address: _____

Phone #: _____ Day -of -Festival Cell #: _____

MD Tax ID # (if applicable): _____

If you do not have a MD tax ID #, you will be automatically assigned one

LITERARY CATEGORY: *All exhibitors must promote literary materials, organizations, causes or themes. All items sold must be related to books, writing, or literature.*

- | | | |
|---|---|---|
| <input type="checkbox"/> <u>Publisher</u> | <input type="checkbox"/> <u>Literary Merchant</u> | <input type="checkbox"/> <u>Literary Organization or Club</u> |
| <input type="checkbox"/> <u>Book Arts (Handcrafted)</u> | <input type="checkbox"/> <u>Nonprofit</u> | <input type="checkbox"/> <u>Publication</u> |

I PLAN TO: (Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Sell a product | <input type="checkbox"/> Hand out info | <input type="checkbox"/> Pass out giveaways | <input type="checkbox"/> Collect donations |
| <input type="checkbox"/> Offer an activity or special promotion (please describe): _____ | | | |

If selling product, what items will you be selling?

Please include pictures of items, if other than books.

FEES: Please check appropriate boxes below

Exhibitor Type (*Fees are per 10' x10' space, and include 1 canopy, 1 table, and 2 chairs*)

Early Bird
(post marked by 3/3)

Regular
(received 3/4 or later)

- | | | |
|--|--------------|--------------|
| <input type="checkbox"/> <i>Publisher, Merchant, Organization:</i> | <u>\$175</u> | <u>\$200</u> |
| <input type="checkbox"/> <i>Book Arts (Handcrafted items):</i> | <u>\$100</u> | <u>\$125</u> |
| <input type="checkbox"/> <i>Non-profit*:</i> | <u>\$100</u> | <u>\$125</u> |

**proof of Non-profit status must be provided*

Refunds are subject to City guidelines and a processing fee. No refunds will be made after April 18, 2014.

SPACE REQUIREMENTS:

Number of 10'x10'spaces you are renting: _____

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 accomodations 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), 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, PAYMENT, AND ALL REQUIRED MATERIALS TO:

Gaithersburg Book Festival Exhibitor
506 S. Frederick Avenue
Gaithersburg, MD 20877

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

#of spaces Space Fee Total fee
_____ X \$ _____ = \$ _____

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 3rd

- ☐ \$175 Publisher/Merchant/Organization
☐ \$100 Non-profit* / Book Arts
**proof of Non-profit status required*

_____ # of spaces

#38974 - March 4th and later

- ☐ \$200 Publisher/Merchant/Organization
☐ \$125 Non-profit* / Book Arts

Rec'd: _____

Initials: _____

Pr:oc. _____

Initials: _____

Date: _____