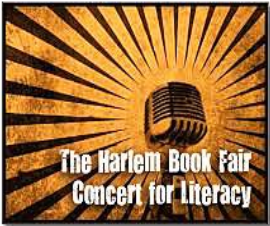


DATE RCVD: _____ AMT. _____ CHECK #: _____ VENDOR# _____ BOOTH ASSIGNMENT# _____



HARLEM BOOK FAIR 2014

EXHIBITOR APPLICATION FORM



FRI, JULY 18 – HBF FICTION FESTIVAL @ COLUMBIA UNIV. (Indoor Exhibitors)
SATURDAY, JULY 19 – HARLEM BOOK FAIR (Outdoor Exhibitors)
FINAL REGISTRATION DEADLINE: FRIDAY, JUNE 27, 2014

*Bookseller/Vendor/Company _____ *Contact name: _____

*Address: (no P.O. Boxes) _____ *City: _____ *St: _____ *Zip: _____

*Phone: () _____ *Fax: () _____ *Email: _____

* Sales Tax OR Social Security #: _____ . * We do ___ do not ___ plan to sell books or book-related materials.

* **CHECK ALL THAT APPLY:** I WILL PROVIDE MY OWN TENT. I WILL RENT 10'X10' TENT. (Submit Tent Rental Form)

* **Answer required. Application will not be processed without information. Your application indicates agreement with all terms.**

Exhibitor Fees (Register Early! Placement in Response Order)

	A	B	C		D (PAYABLE TOTAL)		
	Thurs., 7.17	Friday, 7.18	Friday, 7.18		Saturday, 7.19		
PLEASE CHECK [✓] EACH APPLICABLE COST:			(Exhibit & Sell)		(Exhibit & Sell)		
Category:	Harlem Book Fair Benefit Concert for Literacy @ Columbia University	The Wheatley Book Awards: Star-filled Night, Luminous Readings @ Columbia University	Contemporary Fiction Fest @ Columbia University. (Limited to 12 Exhibitors. First come basis).		Harlem Book Fair (West 135 Street @ Lenox Ave.)		
					For payments postmarked By 3.31.14 After 3.31.14		
Large Publisher/ Commercial Retailer	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	Friday Only <input type="checkbox"/> \$225	Fri. + Sat. <input type="checkbox"/> \$75	<input type="checkbox"/> \$600	<input type="checkbox"/> \$750	
Small/Independent Press (fewer than 10 titles per year)	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	<input type="checkbox"/> \$225	<input type="checkbox"/> \$75	<input type="checkbox"/> \$375	<input type="checkbox"/> \$450	
Non-profit/Literary Organization	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	N/A	N/A	<input type="checkbox"/> \$350	<input type="checkbox"/> \$400	
Book Vendor	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	<input type="checkbox"/> \$225	<input type="checkbox"/> \$75	<input type="checkbox"/> \$350	<input type="checkbox"/> \$425	
Art & Cultural Vendor	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	N/A	N/A	<input type="checkbox"/> \$300	<input type="checkbox"/> \$375	
Individual or Self-Published Author	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	<input type="checkbox"/> \$225	<input type="checkbox"/> \$75	<input type="checkbox"/> \$275	<input type="checkbox"/> \$325	
Food Vendors (10'20' space) Limited to 4 Food Vendors. First come, first placed. Sorry, no exceptions.	<input type="checkbox"/> \$40 p/p	<input type="checkbox"/> \$10 p/p	N/A		<input type="checkbox"/> \$550	<input type="checkbox"/> \$550	
10' x 10' Tent Rental – Please submit and reserve using tent rental application.							
Non-refundable Registration Deposit: Applied against date of final payment.					<input type="checkbox"/> \$100	TOTAL: \$_____	TOTAL: \$_____

Genre or Vendor type: (You will not receive early booth placement notification unless Vendor Type is indicated.)

Fiction Nonfiction Children/YA Poetry Food Christian Art/Culture Retailer Non-profit/Literary

I would like to read from my work as part of the HBF Outdoor Reading program.

(Please reserve early. We cannot honor specific placement requests after May 19, 2014)

CREDIT CARD APPLICATIONS CAN BE FAXED TO 914.231.6981. WE ACCEPT VISA/MC/AMEX

Name on Card: _____ Card #: _____ Exp. Date: _____

Signature: _____ Print name: _____ Date: _____

Please make checks payable to QBR/Harlem Book Fair
Mail to Harlem Book Fair PO Box 422 Cranbury, NJ 08512 or email to hbf@qbr.com
For additional information, call (914) 231.6778 or fax application to (914) 231.6981

GENERAL EXHIBITOR INFORMATION

Space Reservation (includes 6' table and 2 chairs)

The Book Fair is held on **Friday, July 18th at Columbia University** (Indoor) and **Saturday, July 19th (Outdoor) on West 135th Street from Malcolm X Boulevard to Frederick Douglass Boulevard**, rain or shine. **Absolutely no cancellation refunds allowed after June 27, 2014. TENT RENTALS ARE AVAILABLE.** Tents (10' x 10') are available for a \$125 rental fee, or you may bring your own. **Exhibitors may bring their own 10'x10' tent and additional tables and chairs. No tents larger than 10'x10' are allowed. BRING A COPY OF YOUR LETTER AS PROOF OF REGISTRATION. All will be made upon payment in full.** Your application indicates agreement with all terms.

Weather

- The Book Fair is held rain or shine and refunds are NOT issued if the weather is inclement.
- Please protect your equipment, supplies and/or merchandise from inclement weather, The Book Fair is not responsible for any damage to your displays or merchandise.
- You should bring plastic wrap/tarp to protect exhibits.
- Remember that we've had hot weather, too. Dress seasonably and bring lots of bottled water.

Noise and Music

- Live music will take place during the Book Fair. Exhibitors may not play music and microphones are prohibited.

Recycling & Sanitation

- Large recycling bins for cardboard, paper, glass and plastic will be available on-site, and a traditional garbage truck will remain on-site; get details about this at check in. Sanitation will have trashcans throughout the area and HBF staff will monitor the Book Fair continuously. You are responsible for recycling or placing your trash in bins. **If the Book Fair needs to clean your space, you will be charged a fee of \$100 on future registrations.**

Liability

The Harlem Book Fair, QBR The Black Book Review, TALA (The Africana Literature Archives) of any staff or employees of, shall not be liable for any injury to any person or damage to or destruction of an exhibit or merchandise whatsoever, or for the theft or disappearance from any display or any property contained in or about the exhibit area or for any loss sustained by an exhibitor or vendor or for any act of any exhibitor or vendor. Your participation indicates agreement with all terms.

Interpretation of Rules

The interpretation of all rules and regulations is the sole responsibility of the Harlem Book Fair organizing committee and their decision shall be final and enforceable on-site. Violation of any rule or regulation or law will result in the forfeiture of your space without a refund and participants and vendors waive any right to recourse or to demand refund or to claim damages on such grounds. Participation as a vendor denotes agreement and compliance with all rules and regulations.

Display Area/Assigned Space

- You are assigned a 10' area into which you may place one 6' table, two chairs, and one 10'x10' tent.
- You are limited to the space assigned by the Book Fair; displays, signs, and merchandise may only be erected on the surface of the booth's countertop, or within the parameters of your assigned space.

Aesthetics

- No exposed tape or unattractive fasteners such as many visible staples.
- Absolutely no handwritten signs, placards or banners.
- Staff or volunteers in your space must be dressed professionally.
- No visible garbage, boxed trash or general clutter will be allowed.
- Please secure all flyers, newsletters and papers, as they can blow away. Bring paperweights.
- Draping with fabric will create a discrete area to store boxes, bags, etc.
- Bring fabric wrapped drops, backer boards, etc. on which to attach and display merchandise.
- Tables must have tops and skirts.
- **The Book Fair will not skirt tables;** please bring your own skirting material. Bring a small supply box equipped with heavy-duty tape, staple gun with extra staples, scissors, utility knife, string, pen and paper, rubber bands, etc.

Bags

- Exhibitors will need to provide their own sales bags, which should be neatly stored in your booth or space.

Staff

- While in your booth or space, staff and volunteers should observe the same professional conduct that's required in your store or place of business.
- Eating should be discouraged in tents and booths; alcoholic beverages are prohibited in tents and booths.
- Staff and volunteers should store their personal belongings out-of-sight in a secure location in your space.

Telephones

If you anticipate the need to regularly contact your store or home base, you should bring a cell phone to the event.

GENERAL EXHIBITOR INFORMATION, p2.

Change

Each vendor is responsible for making change for customers; HBF will not have change available.

Security

- The Harlem Book Fair is not responsible for your individual moneyboxes or cash registers.
- Stay alert. Follow the same “common sense” procedures that you observe inside your store, or at other large-scale events; for example, do not have purses/hand bags visible, etc.

Taxes and Licenses

You are responsible for collecting tax on all merchandise sold. Report this to the New York City Dept. of Finances. A DCA 30-day Street Fair Vendor Permit or Food Permit can be obtained in person (42 Broadway, 5th Floor, (New York, NY 10004) or online (<http://www.nyc.gov/html/dca/html/licenses/111.shtml>) A food vendor letter is available on request.

Lighting and Electricity

As a daytime event, HBF provides neither lighting nor electricity.

Open for Business!

- The Harlem Book Fair is held on **Friday, July 18th at Columbia University** (Indoor) and **Saturday, July 19th** (Outdoor) on **West 135th Street from Malcolm X Boulevard to Frederick Douglass Boulevard**, rain or shine. Hours of operation are Friday, 10am to 4pm; and Saturday, 10am - 5pm.
- There are no rain dates. Refund policy: Absolutely no cancellation refunds allowed after 6.27.2014.
- **Exhibitors need to be open for the ENTIRE Fair.**

Set-up

Set-up will commence at 8:30 a.m. **Food vendors will commence at 8:00 a.m.! BRING DOLLIES!** You will receive email confirmation assigning your closest loading area based on your space location.

Vehicle Access

- **BRING DOLLIES! Absolutely NO vehicles are permitted on the grounds during the Book Fair's setup period. In the interest of public safety, we cannot make exceptions.**
- Vehicles may not return to the event for breakdown until the Harlem Book Fair authorizes the re-opening of the streets for exhibitors (*approximately 5:15pm - but this could be later depending upon the public's exit of event grounds*).

Regulations

- **The Book Fair has adopted a 80/20 policy; that is, books or items related to the written word must comprise 80% of our exhibits; sidelines such as clothing, jewelry, art, etc. may not comprise more than 20 percent.**
- You must stay in your assigned space, and sell or distribute only those items explicitly mentioned in your application.
- The Harlem Book Fair reserves the right to eject any merchandise, literature, give-aways, decorations or other items/materials deemed unsafe or not in the best interest of the event, at any time.
- You may not engage in illegal activity of any kind.
- **Refunds are not given for any reason.**
- Spaces are non-transferable and cannot be resold. We reserve the right to move your space at any time during the event if needed.
- A general note: traffic not related to the Book Fair is prohibited on the grounds during set-up.

Break-Down

- It is logistically impossible for an exhibitor to breakdown early.
- Exhibitors: please use patience during the breakdown period. We know you eager to dismantle, but the safety of our Fairgoers gets first priority. Cars will enter the Book Fair grounds after 6 p.m.
- We will have policed security; however, the HBF recommends that you take valuable or irreplaceable items/inventory with you. Also plan on covering your merchandise with tarps, placing books on top of tables, and taking other general precautions for the weather and security.

All trash, display items, leftover giveaways, decorations, etc, must be taken with you or placed in recycling/trash bin when you leave. **If the Book Fair needs to clean your space at breakdown, you will be charged a base fee of \$100 on future registrations.**