



PUYALLUP PUBLIC
LIBRARY
Est. 1913

324 South Meridian
Puyallup, WA 98371
www.puyalluplibrary.org

Thank you for being a part of the Puyallup Festival of Books!

Dear authors,

We are very excited to invite you to participate in the Puyallup Festival of Books as part of the Local Author Fair. We are seeking to showcase authors local to the Puyallup area.

The Local Author Fair will take place from **1:00 pm to 4:00 pm** on **Saturday, October 6th, 2018** at the Puyallup Public Library (324 South Meridian, Puyallup, WA 98371). We hope you will join in the fun as we inspire our patrons to learn more about local authors in our area. **Please read the guidelines carefully and complete the enclosed application and return (via mail, e-mail, or fax) to:**

Megan Dazey, Library Services Manager
Puyallup Public Library
324 South Meridian, Puyallup, WA 98371
Phone: 253.770.3359 / Fax: 253.841.5483
Email: mdazey@ci.puyallup.wa.us

You will receive a confirmation email once your application has been received. We do not guarantee that every applicant will receive a space at our event, though we will do our best to accommodate as many as space will allow. **Approval of your application will be dependent on evaluation by City of Puyallup staff of your writing, number of books published, your physical proximity to Puyallup and the date the application was received.** Vendors will receive notification of approval or denial for our Local Author Fair within five business days from submission.

Puyallup Festival of Books – Local Author Fair Guidelines

Saturday, October 6th, 2018 at the Puyallup Public Library,
324 South Meridian, Puyallup, WA 98371 (253.841.5454)

Set up: Saturday (10/6/2018), 11:30 am - 1:00 pm

Event: Saturday (10/6/2018), 1:00 pm - 4:00 pm

Tear down: Saturday (10/6/2018), 4:00 pm - 5:00 pm

- **Set up** will take place while the Library is open, your location within the building will depend on the number of applications that are received and accepted. Your table will be on the main floor of the library. Set up will take place while library patrons are using the building.
- **All authors** should be ready to sell to the public when the Local Author Fair opens at 1:00 pm. Please note, the Library will NOT be able to provide change for you during the course of the day. Bring your own “bank.” There are three banks within walking distance, Bank of America, U.S. Bank, and Heritage Bank.
- **All authors** should plan on having at least one person manning your space at all times to ensure the safety of your property. We may have volunteers available to watch your booth when you need to take a short break. Puyallup Public Library assumes no responsibility for lost or stolen items.
- **All author tables** will be set up on the first floor of the Puyallup Public Library. Tables, chairs, and black tablecloths are available for use, however signage must be provided by the vendor. No signs are permitted on the walls. Tables are 6 ft. x 2.5 ft.
- There are a limited number of electrical outlets available. If you require access to an outlet, please let us know immediately and we will confirm if we can guarantee you a space near an outlet. All electrical cords/strips must be provided by the author. Please note that table arrangement will be coordinated partly by your need for an electrical outlet.
- If you will be sharing a table with another author or would like to be adjacent to a particular author, please notify us on your application. We will do our best to place your tables in the requested order, though we cannot guarantee it.
- This event is for all ages; please make sure that your products are appropriate to be viewed by children, teens, or adults.
- **All authors** must display for the full hours of the event (1 pm – 4pm), unless you have made prior arrangements with us to display for part of the time. No early or late breakdowns of your table.
- If your application is approved and you find you need to cancel, let us know immediately so the next author available may have the opportunity to use the space.

Puyallup Festival of Books 2018
Local Author Fair Application

Contact Person:

Mailing Address:

City:

State:

Zip:

Phone:

Alternate Phone:

E-mail:

Website:

Vendor Information

Name of Author at Booth:

Accepted Methods of Payment (all that apply): Cash Debit Card Credit Card
 Check

Product Information: Please give us a brief (1-2 sentence) description of your books, so that we may include it in our publicity.

Space Requirements:

Full Table (72" x 30") _____ Shared Table (36" x 30") _____
of Chairs _____ (2 max per full table) Access to electrical outlet required? [Y / N] _____

Author talk:

Would you like to do a 10 minute talk at the podium about your book? [Y / N] _____

Additional Information: Is there any additional information you'd like us to know? If you wish to request to be adjacent to another author or will be sharing a table with a particular author, please include that information here.

Hold Harmless Agreement

Vendor agrees to hold harmless and indemnify the Puyallup Public Library, its agents, contractors, successors and assigns, from any and all claims, lawsuits and causes of action for personal injuries, theft or damage resulting from the Vendor's participation in the Puyallup Festival of Books.

Print Name: _____

Signature: _____ **Date:** _____