

Hamburg Township Library Local Author Fair

Saturday, November 4, 2017
11:00am – 2:00pm

Application for Participation

All authors interested in participating must complete and return this form no later than **Saturday, September 30, 2017**. Applications may be returned:

- In person at the library
- Mailed to: 10411 Merrill Rd, P.O. Box 247, Hamburg MI, 48139, Attn: Amy Crockett
- Scanned and emailed to: acrockett@hamburglibrary.org
- Faxed to: 810-231-1520, Attn: Amy Crockett

Due to space restrictions, we cannot guarantee acceptance of all applicants. Authors who submit an application will be notified via email of their final selection status by Friday, October 13, 2017.

Please see page 2 for more information about the fair and rules/requirements for participation.

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: (_____) _____

Website (if applicable): _____

List the title(s) of your book(s): _____

Type of Book(s):

- | | |
|--|--|
| <input type="checkbox"/> Adult Fiction | <input type="checkbox"/> Juvenile Non-Fiction |
| <input type="checkbox"/> Adult Non-Fiction | <input type="checkbox"/> Young Adult |
| <input type="checkbox"/> Juvenile Fiction | <input type="checkbox"/> Other (describe): _____ |

Would you be willing to donate a copy of your book(s) to the library for our collection? Yes No

Do you require any special accommodations? _____

I have read, understand, and will comply with the Local Author Fair Rules & Requirements on page 2. I certify that the information I have provided above is accurate.

Signature: _____ Date: _____

Hamburg Township Library

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Rules & Requirements for Participation

Check-In and Set-Up: 9:30am – 10:30am

Please check in with a library employee in the Meeting Room. You will be given your name tag and shown to your table, where you can begin setting up. Your table display must be set up no later than 10:45am.

Fair Hours: 11:00am – 2:00pm

You must stay for the entire duration of the fair. Your table should be staffed at all times.

Take-Down: 2:00pm – 3:00pm

Please do not begin taking down your table display until the fair has ended at 2:00pm. You must finish packing up and remove your items from the Meeting Room by 3:00pm.

Eligibility Requirements: You must be a Michigan-based author and have professionally-bound, print copies of your book (traditional or self-published) to sell at the fair. All genres are welcome.

Space Assignments: Will be given when you check in. Space includes 6 ft. table and 2 chairs. All boxes, displays, and personal belongings you bring to the event must fit on or under your table. Due to space restrictions, there can only be two people seated behind each table during the event: the author and one (optional) person you bring with you to assist with book sales. Only the author needs to be listed on the Application. If two authors would like to share a table, please indicate this on the Application.

Display: Participants are responsible for set-up and take-down of their own display materials. You are welcome to bring items such as tablecloths, book stands, and signs, as long as your display is kept sturdy, safe, clean, and does not extend outside your designated space. You may not tape anything to the walls. Participants may also bring promotional materials such as fliers, bookmarks, and business cards to give away during the fair. Your area must be left clean when you leave. All display items must be appropriate for all ages. The Library is not responsible for any lost or damaged items.

Sales: You are restricted to selling only the books listed on your Application. Each author is responsible for the sale of their own books. The library will not provide change or the use of a credit reader. You are free to accept any payment methods you choose; it's helpful to bring a sign that lets attendees know what payment methods you will accept.

Accommodations: Beverages and light snacks will be provided to participants throughout the day. Free Wi-Fi is available throughout the library. A limited number of spaces with electricity are available. If you require electricity for your display, please indicate this on your Application under "Special Accommodations."

Contact: For more information regarding the Local Author Fair, please contact Hamburg Township Library Outreach Services Clerk, Amy Crockett, at acrockett@hamburglibrary.org or 810-231-1771.

Hamburg Township Library
10411 Merrill Rd. P.O. Box 247 Hamburg, MI 48139
810-231-1771 hamb@tln.lib.mi.us www.hamburglibrary.org