



2017 EXHIBITOR APPLICATION



"Elevating, Cultivating, and Celebrating the Queens Literary Community"

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Welcome to the 2017 Queens Book Festival! The 2nd annual Festival is slated for May 27 & 28 2017 and will be hosted by COFFEED and the Hunters Point Conservancy at LIC Landing. We have an amazing festival planned this year and hope our exhibitors will join in the fun while enjoying a productive event. Thank you for joining us. Have a fantastic festival weekend!

The Queens Book Festival celebrates authors and their literary contributions, while connecting these artists to the Queens community at large. The one day Festival is free and open to the public! With exhibitors and booksellers, innovative panel discussions on multiple stages, book signings, and an abundant diversity of entertainment, activities, and artists, we are anticipating in excess of 5,000 readers and readers-to-be.

The Festival offers exhibitors a great opportunity to showcase their products and/or services to the large and diverse audience of book lovers in Queens.

The exhibitor packages and prices for the 2017 Queens Book Festival are outlined on the following pages. Full payment is due with your completed registration form. Your registration will be confirmed within four weeks of receiving your completed form and payment.

We look forward to you joining us for this exciting event. If you have any questions, please contact us exhibitor@queensbookfestival.nyc or (917) 745-3507



Fee Structure

Packages	Entity Description	Prices
Standard Tent Packages	Major Bookstore	\$950
	Government & City Agencies	\$795
	Major Non-Profit Organizations (1)	\$700
	Independent Press, Literary Magazines, Authors, Independent Bookstores, Small Publishers	\$550
	Small/Grassroots Non-Profits (3)	\$495
	For both days, please double the amount ^c of each category	\$x2
	Share ^Y Tents (Email to Inquire)	\$--
Additional Tables	Price is standard for all entities	\$30

(1) Large and medium-sized publishers; literary-related retailers other than bookstores (such as literary T-shirts, greeting cards, reading glasses); for-profit services relating to reading and writing (such as apps, tools, coaching, and editorial services, for-profit literary associations, writing programs, etc.) and large non-profit organizations (budget over \$500,000).

(2) A "small publisher" releases fewer than ten books per year.

(3) Small Non-Profit Organizations must be a 501(c)(3), (4), (5), or (6) with an annual budget under \$500,000 and must provide copy of organization's 501(c) status certificate with application.

(3) Literary non-profits with proof of State registration and Charities Bureau registration may apply under the small this category.

Standard Tent Package

Each Standard Tent Package includes the following (based on one 10'x10' tent):

- One (1) 10x10 E-Z UP White Tent
- One (1) Table: 8' Banquet (30"x96") (without linen)
- Two (2) Chair: Neutral Samsonite Folding
- One (1) exhibitor ID tent banner
- One (1) listing on Festival website

* Exhibitor must provide own linen

* Exhibitors may furnish their tents with bookshelves as long as all items conform to the guidelines herein. Tables and other furniture can be placed anywhere in the exhibitor's tent as long as all furniture stays within the dimensions of the tent and set-up does not pose a safety hazard. Please be advised tents will be located on cement and/or grass; therefore, all surfaces are not guaranteed to be even.

Standard Tent Package

*Two exhibitors may share a tent. The Festival will accept only one application per tent or table. That application must designate the company with whom they are sharing the tent and assume full payment for the tent or table.

*Exhibitors may not bring and use their own canopy.

*Exhibitors may not resell their space.

Registration Schedule:

Early Registration Discounted Fee: \$100.00 through 12/31/2013

Standard Registration Fee: \$125.00 through 1/31/2014

Late Registration Fee: (As available) Add \$100 (!/1/2014 - 3/1/2014)

(NO registrations accepted after 3/1/2014)

****Cancellation Fee:** 50% through 1/31/2014

****NO REFUNDS** for cancellations after 1/31/2014

The Queens Book Festival will take place rain or shine.

*Space is limited. Applications are processed on a first come, first served basis.

*Registrations are not considered complete until payment has been received.

*In order to exhibit at the Queens Book Festival, you must either sell books or book related/literary materials, or represent a literacy program. You must be a bookseller, publisher, literary magazine, and author or literacy organization.



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Exhibitor Information:

Company/Organization _____

Contact Person _____ Title _____

Social Security # or Fed Tax ID # _____

Address _____

City _____ State _____ Zip _____

Mobile _____ Phone _____ Fax _____

E-mail _____ Website _____

Please check your category:

publisher national bookstore chain non-profit organization author
 independent press/literary magazine independent bookstore other _____

Description of business/organization: _____

Company name(s) to appear on sign: _____

Please complete only if you are sharing a table:

Name of partnering company _____

Address _____

Contact _____

Phone _____

Email _____

Website _____

Payment Information

Company Name: _____

➤ Please reserve a total of _____ tent(s) _____ table(s)

\$ _____ Tent Package Fee
\$ _____ Additional tent(s), table(s)

\$ _____ Total Fees

*Special/Additional Requests: _____

* This does not guarantee your request. Tents are assigned on a first-come, first-served basis, with some emphasis on seniority. Tent assignments are made at the sole discretion of the QBF. Please be advised that tent space is limited and sells out quickly. Exhibitors are encouraged to submit their application with payment as soon as possible.

Payment Information

Visa MasterCard Online Invoice (to be paid upon receipt of email)

Card Number _____ Exp. Date ____/____ Security Code _____

Name on credit card _____

Billing Address _____

City _____ State _____ Zip _____

Signature (required for credit card transactions) _____

Agreement:

By executing this application, I acknowledge receipt of and agreement to be bound by the terms and conditions set forth in this application and in the Queens Book Festival Exhibitor Manual & Exhibitor Tent Terms and Conditions.

Signature _____ Date _____
Print Name _____ Title _____

SUBMISSION OPTIONS:

Mail

Applications will not be accepted in the mail.

Email

Scan or Email completed form to: exhibitor@queensbookfestival.nyc

Fax

718-306-9483

ATTN: Exhibitor

Once your application has been approved by QBF, credit card payment may be taken online or over the phone by exhibitor calling 917-745-3507 (if chosen to leave credit card section blank).

The Queens Book Festival will not accept cash as a form of payment.