



2017 General Information

for vendors and authors

How many people attend the event? We estimate around 5,000 people attended in 2016.

How can I participate as an author or vendor?

- A. Rent a booth. Please submit a **Vendor Application** by **March 20**.
- B. Submit a program proposal with the **Program Proposal Form**. The Festival is built around a series of programs presented by authors and others. Generally speaking, authors who are invited to present programs have published a new book or won an award within the last two years or have an old book that is newly relevant.

Programs at the Festival deal with a wide range of life images and interpretations that are accessible through literature. Although the Festival is primarily aimed at readers, we also offer programs for writers. Appalachian literature and its function for those of us who live in the region will always be emphasized, but the Festival will incorporate authors from other areas of the country, as well.

Our committee will have the program schedule finalized by the end of April. To be considered as a program presenter, please submit the completed Program Proposal Form by **March 20**.

Who can be vendors? Book sellers, publishers, individual authors and others who have a literary mission.

Do I need to submit my book? No, but please be sure to include your website URL on the vendor application.

May I partner with another author in renting a booth? Absolutely!

What are the deadlines?

Please submit your completed Vendor Application and/or Program Proposal Form by March 20, 2017. YOU DO NOT NEED TO SEND YOUR VENDOR APPLICATION PAYMENT WITH YOUR APPLICATION. Vendor applications and Program Proposal Forms will be reviewed by the Book Festival Steering Committee. Vendor and Program Proposal applicants will be notified of the committee's decision by April 28. For Vendors, an invoice for payment will be included with your letter of acceptance. Vendor applications received after March 20 will be reviewed if there are still spaces available in the Book Festival Marketplace.

- Deadline for program proposals and vendor applications: **March 20**
- Deadline for vendors to be listed in the newspaper insert and event program: **August 31**
- Deadline for vendors to submit list of authors who will be signing books at their booth: **August 31**

What comes with my booth rental fee?

The Marketplace is set up like a trade show with curtain walls. For each 10'x10' booth space, the West Virginia Book Festival provides one covered, skirted 8' table. You also get as many chairs and S-hooks as you need.

What extras can I get for my booth? Enhancements are available directly from the Charleston Civic Center. Your final packet (**mailed in September**) will have forms for your order. The list includes carpeting, electricity, internet access, telephone lines, TV cable, water, compressed air, extra tables, comfortable chairs, easels, wastebaskets, stools, etc. You may also opt to have your merchandise/booth supplies shipped to the Civic Center.

What should I bring with me? We encourage you to bring a variety of topics – West Virginia and Appalachian titles, children's books, gift books for early holiday shoppers and other book-related merchandise. We also recommend that you make the most use of your space with signs, banners and other decorations, and that you consider having prize drawings to attract more people to your booth. Vendors keep all proceeds from book and merchandise sales.

Do I need to collect sales tax? Also included in your final packet (**mailed in September**) will be information from the West Virginia State Tax Department regarding sales tax.

How can I promote my booth?

A. **Newspaper insert and event program:** The Charleston Gazette-Mail prints and runs the official West Virginia Book Festival program as an insert in the Sunday Gazette-Mail on the Sunday before the event. Provided we receive your contract and payment by **August 31**, we will list your organization in the newspaper insert and event program, and also on the WV Book Festival website. If your contract is received **after August 31**, you will only be listed on the website. You may also choose to advertise in the newspaper insert and event program.

B. **WV Book Festival Facebook page:** You may submit suggestions for posts to the West Virginia Book Festival Facebook page by sending them to terry.wooten@kanawhalibrary.org. Please note that we cannot guarantee that all submissions will be posted.

Deadlines

If your application is accepted, we must receive your contract and payment by **August 31, 2017**.

In order to receive a refund, we must receive your notice of cancellation by **August 31, 2017**.

Refunds will not be issued after **August 31, 2017**.

Set-up and break-down

- Thursday, October 26 (hours for set-up will be included in acceptance letters (**emailed in April**)).
- Friday, October 27, Festival Marketplace hours from 11 a.m. to 7 p.m.
- Saturday, October 28, Festival Marketplace hours from 9 a.m. to 5 p.m.; break down after 5 p.m.

Further communication In **September**, vendors will receive a final packet including information about load-in, booth enhancements available through the Civic Center and more.

How is the Festival funded? The Book Festival relies solely upon individual and corporate contributions and grants. This event is not geared toward raising funds. Any revenue that is generated is applied directly to the Festival. If you or your organization would be interested in contributing to the Festival, please contact Terry Wooten at terry.wooten@kanawhalibrary.org or 304-343-4646, ext. 1287.

How can I get tickets? Our event is free. You do not need admission tickets for any of our speakers' programs. However, in cases where we anticipate a large crowd, we do issue tickets for the book signing.

All authors who present programs will sign books immediately after their programs. Due to long waits associated with the larger audiences in the Coliseum and the Little Theatre, we have implemented the following procedure for those meeting rooms. We will issue a numbered ticket to audience members as they line up for seating. After the program, audience members will remain seated and will come to the signing table when their number is called.

Where can I get lunch while I'm attending the Festival? The Civic Center provides a snack bar area. There are also several restaurants within walking distance. For a list of local restaurants, visit the **Where to Stay and Dine** page on the WV Book Festival website at www.wvbookfestival.org.

For more information, contact Terry Wooten at terry.wooten@kanawhalibrary.org or 304-343-4646, ext. 1287