



Dear Author,

With great enthusiasm, we are happy to announce Shepherdstown will finally have an annual book festival! The Organizing Committee has come up with multiple facets to maximize the visibility for local/regional authors and area businesses. If you are with a publishing house that wishes to rent a table in the festival hall (Shepherdstown Community Club, 102 E. German St.), please fill out this form and sign the accompanying page agreeing to our terms and conditions and return with your \$100 check made out to "Shepherdstown Book Festival," **59 Swearingen Way, Shepherdstown, WV 25443** ASAP. Space is limited and is on a first come, first served basis. If you wish to pay by credit/debit card, please note that on this sheet and we'll send you a link via e-mail to pay.

Publishing House Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Genre of Books: \_\_\_\_\_

Title(s) of Books: \_\_\_\_\_

(Use separate paper if needed.)

If all spaces are reserved, do you wish to be placed on the waitlist in the event of cancellations? \_\_\_\_\_

## Publishing House Table Rental Agreement

In exchange for the sum of \$100, which entitles me to one table at the Shepherdstown Book Festival on September 16th, 2023, I agree to the following rules and regulations:

- 1.) I agree to set up my table between the hours of 8:00 am and 9:30 am on Saturday, September 16th and to disassemble my table between 5:00 pm and 7:00 pm on Saturday, September 16th. One table and two chairs will be provided at each space.
- 2.) I agree to not sell books by any of the featured Shepherdstown Book Festival authors (Neema Avashia, Jeff Zentner, Crystal Good, Matthew Cappucci, Forrest Pritchard, M.L. Rio, and Heather Crosby) at my table.
- 3.) I will not smoke, vape, or consume alcohol in the Community Club or on its grounds.
- 4.) I will not impede traffic to unload or load my car.
- 5.) I will confine my selling and any displays to my rented table.
- 6.) I will not affix anything to the walls of the Community Club.
- 7.) I will handle all of the accounting and sales of my books personally or through my representative at my table.
- 8.) I understand my table rental of \$100 is due at the time I submit this agreement and is refundable with written cancellation only until August 1st, 2023. After August 1st, 2023, the fee is non-refundable with or without cancellation.
- 9.) I understand space is on a first come, first served basis and the cut off to reserve a space is August 1st, 2023. A waitlist will be started at such time as all space is reserved and if I receive a table while on the waitlist, I agree to pay the \$50 rental fee within 72 hours of contact.
- 10.) I understand all applications must be approved by the Organizing Committee and I will be contacted within five business days of receipt of my application with confirmation of participation by the Organizing Committee.
- 11.) I agree to submit a list of all books I will sell at my table with this application.

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Printed Name

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Signature