



Dear Vendor,

I am happy to report the 2023 Shepherdstown Book Festival was a wonderful success. We had approximately 300 people come through the Regional Author Fair and around 500 total attend one event or another throughout the weekend. We are moving forward with making the Festival yearly!

While we had a great outpouring of interest in 2023 for the Regional Author Fair, we actually had too many authors and vendors and quarters were quite tight! This year we are capping the number of vendors at five, as well as the number of regional authors and non-profits who participate. Unfortunately, this is necessary because there just isn't a venue that offers more space than the Community Club and the uncertainty of weather makes an outdoor festival worrisome. With that in mind, we are opening registration now, with a cut off of May 1st. Tables will also be six-feet this year.

If you are a vendor of book related merchandise, teas, handicrafts with a literary theme, or other items booklovers might enjoy, you may 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.

Vendor's Name: _____

Business Name: _____

Address: _____

Telephone #: _____ E-mail: _____

Type of Items: _____

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

Shepherdstown Book Festival
2024 Regional Author Fair

- What: A tabling opportunity for authors and vendors of literary gifts from WV, MD, VA, PA, and DC to rent space to sell books and items.
- When: Saturday September 21st, 2024 10 am until 5 pm.
(The overall Shepherdstown Book Festival runs from September 20th through the 22nd.)
- Where: Shepherdstown Community Club
102 E. German St., Shepherdstown (both floors)
- How to participate: Vendors may reserve a six-foot table for \$100.
- Deadlines: Space is limited to five vendor tables and is available on a first come, first served basis. Apply early! All applications must be received by May 1st.
- Applicants will be notified within 10 days of receipt of application with approval of participation.

Vendor Table Rental Agreement

In exchange for the sum of \$100, which entitles me to one “vendor table” at the Shepherdstown Book Festival on September 21st, 2024, 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 21st and to disassemble my table between 5:00 pm and 7:00 pm on Saturday, September 21st. One six-foot 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 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 items 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, 2024. After August 1st, 2024, 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 May 1st, 2024. 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 \$100 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 ten business days of receipt of my application with confirmation of participation by the Organizing Committee.
- 11.) I understand I may utilize space behind my table, for display purposes, but must leave room for those with tables on either side to move in and out of their space.

Printed Name

Signature