



Brooklyn Book Festival Exhibitor Registration Information and Agreement for Festival Day (September 16, 2018) and BKBF Children's Day (September 15, 2018)

Exhibitor Package – Table with Canopy

- one canopy 10 x 10
- one 8-foot table with 2 chairs
- one I.D. sign
- one exhibitor listing in event publication and one listing on event website

Exhibitor Package – Table without Canopy

- one 8-foot table with 2 chairs
- one I.D. sign
- one exhibitor listing in event publication and one listing on event website

Please be aware that spaces for the Brooklyn Book Festival sold out by April 15th last year.

Standard Registration Fee (February 17 – June 15)

- Major publisher, universities and bookstore chain (table with canopy only) \$975
- Independent press, literary magazines, authors, non-profit literary organizations and independent bookstores (table with canopy) \$525
- Table without Canopy – \$425 (not an option for BKBF Children's Day)
- Shared table with canopy (no more than three exhibitors) \$575 includes additional I.D. signs and exhibitor listing
- Shared table without canopy (no more than three exhibitors; not an option for BKBF Children's Day) \$475 includes additional I.D. signs and exhibitor listing
- One extra table for your booth may be rented for \$30

No more than three exhibitors may share a booth/table. The festival will accept only one registration application per table. The submitting applicant may designate up to two additional authors or companies with whom they are sharing the booth/table and assume responsibility for the full payment. Under no circumstances may the submitting Exhibitor who paid the Festival registration fee collectively charge partnering publishers or authors more than the amount paid by the Exhibitor for the booth/table.

Please note:

- Exhibitors may not bring and use their own canopy.
- Exhibitors may not resell their space or part of their space to other authors or publishers.
- In order to exhibit at the Brooklyn 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, author or literacy organization.
- No exhibitor may hold itself out in any way as an agent or representative of the Brooklyn Book Festival or in any way involved in the official programming of the Festival.

Registration Schedule

Early Registration Discounted Fee: Subtract \$100 per booth or table (January 23 to February 16, 2018).

Standard Registration Fee: February 17 – June 15, 2018

Late Registration Fee (as available): Add \$100 per booth or table (June 16 – August 5, 2018). No registrations accepted after August 5, 2018.

Cancellation Fee: 50% through August 5, 2018.

No refunds for cancellations after August 5, 2018.

All cancellations must be submitted in writing.

While Exhibitor Registration applications are processed on a first-come, first-served basis, this does not guarantee your location. Full payment is due with your completed registration form. **Registrations are not considered complete unless payment has been received.** Placement of exhibitors is determined by festival organizers and will be posted on-line on August 15, 2018.

The Brooklyn Book Festival will take place rain or shine. Refunds will not be issued due to inclement weather.

Exhibitor Registration Form 2018

Note: starred (*) information will appear on our website.

Please designate the date for which you are registering:

Brooklyn Book Festival September 16, 2018 _____

BKBF Children's Day September 15, 2018 (children's booksellers and publishers only) _____

Both days (September 16 and 17) _____

Exhibitor Information:

Company name

*Company(s) name to appear on I.D. sign

If shared table include partner name(s)

1. _____

2. _____

Contact person _____

Contact phone _____

*Address

*City _____

*State _____ *Zip _____

Fed Tax I.D. # (If you are are U.S. based company)

*Phone _____

Fax _____

E-mail _____

*Website address _____

*One sentence description of company (limit 10 words)

Complete only for shared table:

*Name of partnering company _____

E-mail _____

*Address _____

*City _____

*State _____ *Zip _____

*Website _____

*Phone _____

*One sentence description of partnering company (limit 10 words)

Complete only for shared table:

*Name of partnering company _____

E-mail _____

*Address _____

*City _____

*State _____ *Zip _____

*Website _____

*Phone _____

*One sentence description of partnering company (limit 10 words)

Exhibitor Payment Form 2018

Company name:

Check your category:

- Major publisher
- University
- National bookstore chain
- Independent press/literary magazine

Please check your table choice:

- Table with canopy
- Table without canopy

Author

Shared table (yes / no)

*Please note: exhibitors may not bring and use their own canopy

Credit card for payment of registration fees (check appropriate box):

Visa _____ Mastercard _____ Amex _____ Discover _____

(We do not accept other credit cards)

Card number _____ Expiration date _____ CVV _____

Name of cardholder _____ Billing zip code _____

Booth fee:

\$ _____ The Festival Standard registration fee (September 16)

\$ _____ Children's Day Standard Registration fee (September 15)

_____ Number of booths (Maximum 2 booths)

\$ _____ Discount (discount \$100 through February 16)

\$ _____ Extra table (\$30)

\$ _____ Late fee in application (after June 16 add \$100)

\$ _____ Total fees

Agreement:

I agree to the terms set forth in this application and acknowledge receipt of the Brooklyn Book Festival Exhibitor

Agreement ("Agreement"). I have read the "Agreement" and agree to be bound by these terms.

Print name _____ Signature _____ Date _____

Title/Company _____

Make checks payable and mail to:

Brooklyn Book Festival

249 Smith Street

PMB #106

Brooklyn, NY 11231

If you are mailing your registration, please notify us by e-mail jallred@brooklynbookfestival.org

2018 Brooklyn Book Festival Exhibitor Agreement

This 2018 Brooklyn Book Festival Exhibitor Agreement ("Agreement") sets forth the mutual understandings and commitments between Brooklyn Book Festival, Inc., a New York not-for-profit corporation ("BKBF"), and the Exhibitor (on behalf of the Exhibitor and the up to two additional co-exhibitors who may be sharing Exhibitor's table / booth at the Festival), whose legal name and address appear on the 2018 Brooklyn Book Festival Exhibitor Registration Form, regarding the Exhibitor's participation in the Brooklyn Book Festival ("Festival") to be held on Sunday, September 16, 2018 (main

Festival) and/or Saturday, September 15, 2018 (Children's Day). Exhibitor's participation in the Festival (and that of any partnering co-Exhibitors) is subject to the following: 1) Applications to participate in the Festival are accepted upon the receipt of a complete 2018 Brooklyn Book Festival Exhibitor Registration Form and payment of all required fees for as long as Exhibitor space is available. BKBF reserves the right, in its sole and absolute discretion, to refuse or cancel participation in the Festival to any applicant or accepted applicant in its discretion for any reason or for no reason. 2) The primary purpose of exhibitor participation in the Festival is to sell or distribute books, literary magazines and other literary materials, and Exhibitor agrees that the sale of merchandise that is not directly related to books and literary materials is prohibited without express written consent of BBF. Exhibitor acknowledges that violation of this provision is grounds for immediate ejection from the Festival, in which event all application fees and other monies paid shall be forfeited. 3) Exhibitor agrees that it will maintain its booth open to the public between 10:00 a.m. and 6:00 p.m. on Sunday, September 16, 2018 or between 10:00 a.m. and 4:00 p.m. on Saturday, September 15 (if participating in Children's Day) and will neither open its booth late nor close it early on those days.

Limitations of Liability: 1) Exhibitor shall indemnify, defend and hold harmless BKBF, the City of New York and its various agencies (including, without limitation, the New York City Department of Parks and Recreation and the Office of the Borough President of Brooklyn), Festival sponsors and the employees, representatives and agents of each, from all claims, liabilities, costs and charges (including attorneys' fees) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the Festival, or any breach of representation, warranty or covenant in this Agreement. 2) BKBF, the City of New York, Festival sponsors and their employees, representatives and agents shall not be liable for any claims, liabilities, costs and charges arising out of any injury, loss or damage to the person or property of the Exhibitor, its partners, employees, representatives and/or agents, except to the extent arising out of the sole negligence of BKBF, the City of New York, the New York City Department of Parks and Recreation, or Festival sponsors. 3) Exhibitor shall provide and maintain in effect workers compensation and employee liability insurance (as required by law). Upon request, Exhibitor shall provide BKBF with evidence of Exhibitor's compliance with all applicable workers compensation and employee liability requirements. 4) No exhibitor may hold itself out in any way as an agent or representative of the Brooklyn Book Festival or in any way involved in the official programming of the Festival. 5) Exhibitor acknowledges and agrees that it is solely liable for any and all sales tax or other taxes, fees and assessments required by applicable federal, state or local law in connection with Exhibitor's participation in the Festival. Exhibitor shall provide BKBF with all requested documentation to evidence Exhibitor's compliance with all applicable tax laws and rules.

Applicable Law: This Agreement shall be governed by the laws of the State of New York.

Acknowledgement: Exhibitor acknowledges that execution of the Exhibitor Registration Form binds Exhibitor to the terms of this Agreement.