

DATE RCVD: _____ AMT. _____ CHECK #: _____ VENDOR# _____ BOOTH ASSIGNMENT# _____



HARLEM BOOK FAIR 2019

Tell Your Story...



SATURDAY, JULY 20, 2019 – BOOK FESTIVAL (Outdoor Exhibitors)
FINAL REGISTRATION DEADLINE: FRIDAY, JUNE 28, 2019

*Bookseller/Vendor/Company _____ *Contact name: _____

*Address: (no P.O. Boxes) _____ *City: _____ *St: _____ *Zip: _____

*Phone: (____) _____ *Fax: (____) _____ *Email: _____

* We do ___ do not ___ plan to sell books or book-related materials.

Space Reservation: The Harlem Book Fair is produced by The Africana Literature Archives, Inc., a NYS-registered not-for-profit organization. Exhibitor fees are donations and are tax deductible to the fullest extent of the law. Please reserve early. We cannot guarantee specific placement requests after May 3, 2019. I/We would like to apply for ___ exhibitor space(s) for HBF2019. HBF will provide one 6' table and two chairs. The Book Fair will be held in Harlem, NY, on Saturday, July 20th, 10:00 a.m. to 6:00 p.m. **A \$150 ADMINISTRATIVE FEE WILL BE ASSESSED TO ALL CANCELLATIONS. Absolutely no cancellation refunds are allowed after FRIDAY, June 28, 2019. THERE ARE LIMITED TENT RENTALS AVAILABLE.** Bring a copy of your emailed confirmation letter as proof of registration. All placements will be made upon payment in full. Your application indicates agreement with all terms.

Exhibitor Placement & Fees:

I will bring my own tent.

NOTE: All placements come with one 6' table & two chairs. Exhibitors may bring their own tent. Tent may not exceed 10'x10'.

Category and Placement Selection (please check)	Registration Deadline (must be paid in full & postmarked by 6.28.2019)			
	Prime Placement 10'x10' Space; 4 Tables & 4 Chairs	Standard Placement 10'x10' Space; 1 Table & 2 Chairs	TENT RENTAL*	EARLY REGISTRATION DISCOUNT DATE EXPIRED
Individual Author	\$350.00	\$250.00	\$150.00*	
Large Publisher/ Commercial Retailer	\$550.00	\$450.00	\$150.00*	
Non-profit Organization	\$450.00	\$350.00	\$150.00*	
Small Press	\$475.00	\$375.00	\$150.00*	
Art & Culture	\$350.00	\$250.00	\$150.00*	

***DISCOUNT DOES NOT APPLY TO TENT RENTAL CHARGE.**

Registration deposit (non-refundable) does not guarantee early registration price. Deposit applied to pricing of payment date.

I would like to read from my work or be an Author Panelist. Main Stage Reader Author Panelist. (Pls. check category.)

Fiction Nonfiction Children/YA Poetry Christian Urban Self-Help/Spiritual Diaspora EBooks/Audio Books

CREDIT CARD APPLICATIONS CAN BE FAXED TO 914.828.0231. WE ACCEPT VISA/MC/AMEX

Name on Card: _____ Card #: _____ Exp. Date: _____

Signature: _____ Print name: _____ Date: _____

Please make checks payable to Africana Literature Archives/HBF
 Mail to Harlem Book Fair 200 Andromeda Way Bear, DE 19701 or email to hbf@gbr.com.
For HBF registration information, call (917) 406.1727. For HBF Program information,
please visit www.harlembookfair.com or call 914.231.6778

GENERAL HBF 2019 EXHIBITOR INFORMATION

Weather

- The Book Fair is held rain or shine and refunds are NOT issued if the weather is inclement.
- The event is only canceled if weather is deemed “dangerously inclement”. Otherwise, operations continue!
- Please protect your equipment, supplies and/or merchandise from inclement weather, The Book Fair is not responsible for any damage to your displays or merchandise.
- You should bring plastic wrap/tarp to protect exhibits.
- Remember that we’ve had hot weather, too. Dress seasonably, bring an umbrella for shading, and bring lots of bottled water.

Noise and Music

- Live music will take place during the Book Fair. Exhibitors may not play music and microphones are prohibited.

Recycling & Sanitation

- HBF staff will monitor the Book Fair continuously. You are responsible for clean-up and placing your trash in bins. **If the Book Fair needs to clean your space at breakdown, you will be charged a base fee of \$100 on future registrations.**

Liability

The Harlem Book Fair, QBR The Black Book Review, and TALA (The Africana Literature Archives) shall not be liable for any injury to any person or damage to or destruction of an exhibit or merchandise whatsoever, or for the theft or disappearance from any display or any property contained in or about the exhibit area or for any loss sustained by an exhibitor or vendor or for any act of any exhibitor or vendor. Your participation in this event indicates agreement with all terms.

Interpretation of Rules

The interpretation of all rules and regulations is the sole responsibility of the Harlem Book Fair organizing committee and their decision shall be final and enforceable on-site. Violation of any rule or regulation or law will result in the forfeiture of your space without a refund and participants and vendors waive any right to recourse or to demand refund or to claim damages on such grounds. Participation as a vendor denotes agreement and compliance with all rules and regulations.

Display Area/Assigned Space

- You are limited to the space assigned by the Book Fair; displays, signs, and merchandise may only be erected on the surface of the booth’s countertop, or within the parameters of your assigned space.

Aesthetics

- No exposed tape or unattractive fasteners such as many visible staples.
- Absolutely no handwritten signs, placards or banners.
- Staff or volunteers in your space must be dressed professionally.
- No visible garbage, boxed trash or general clutter will be allowed.
- Please secure all flyers, newsletters and papers, as they can blow away. Bring paperweights.
- Draping with fabric will create a discrete area to store boxes, bags, etc.
- Bring fabric wrapped drops, backer boards, etc. on which to attach and display merchandise.
- Tables must have tops and skirts.
- **The Book Fair will not skirt tables;** please bring your own fabric or skirting material. Bring a small supply box equipped with heavy-duty tape, staple gun with extra staples, scissors, utility knife, string, pen and paper, rubber bands, etc.

Bags

- Exhibitors will need to provide their own sales bags, which should be neatly stored in your booth or space.

Staff

- While in your booth or space, staff and volunteers should observe the same professional conduct that’s required in your store or place of business.
- Eating should be discouraged in tents and booths; alcoholic beverages are prohibited in tents and booths.
- Staff and volunteers should store their personal belongings out-of-site in a secure location in your booth or space.

Telephones

If you anticipate the need to regularly contact your store or home base, you should bring a cell phone to the event.

Change

Each vendor is responsible for making change for customers; HBF will not have change available.

Lighting and Electricity

As a daytime event, HBF provides neither lighting nor electricity.

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Security

- **Security officers contracted by HBF will patrol the grounds for the duration of the event day.**
- The Harlem Book Fair is not responsible for your individual moneyboxes or cash registers.
- Stay alert. Follow the same “common sense” procedures that you observe inside your store, or at other large-scale events; for example, do not have purses/hand bags visible, etc.

Open for Business!

- The Harlem Book Fair is held rain or shine on Saturday (Indoor and Outdoor), July 20th from 10:00 a.m. to 6:00 p.m.
- There are no rain dates. Refund policy: Absolutely no cancellation refunds allowed after 6.28.2019.
- **Exhibitors need to be open for the ENTIRE Fair.**

Set-up

Set-up will commence at 8:30 a.m. **BRING HAND TRUCKS!** You will receive email confirmation assigning your closest loading area based on your space location.

Vehicle Access

- **BRING HAND TRUCKS! Absolutely NO vehicles are permitted on the grounds during the Book Fair’s setup period. In the interest of public safety, we cannot make exceptions. HAND TRUCKS ARE REQUIRED!!!**

Loading and Unloading

- All exhibitors must complete their set-up by 9:30 am on Saturday. Due to high traffic, exhibitors must drop their merchandise on the sidewalk and then dolly their merchandise to their booths. Designated drop-off areas and parking instructions will be forwarded to registered exhibitors.
- Exhibitors may not begin the breakdown of their booths until the Harlem Book Fair authorizes the re-opening of the grounds for breakdown (*approximately* 6:15pm - **but this could be later depending upon the public’s exit of event grounds**).

Regulations

- **The Book Fair has adopted a 80/20 policy; that is, books or items related to the written word must comprise 80% of our exhibits; sidelines such as clothing, jewelry, art, etc. may not comprise more than 20 percent.**
- You must stay in your assigned space, and sell or distribute only those items explicitly mentioned in your application.
- The Harlem Book Fair reserves the right to eject any merchandise, literature, giveaways, decorations or other items/materials deemed unsafe or not in the best interest of the event, at any time.
- You may not engage in illegal activity of any kind.
- **A \$150 ADMINISTRATIVE FEE WILL BE ASSESSED TO ALL CANCELLATIONS.**
- Spaces are non-transferable and cannot be resold. We reserve the right to move your space at any time during the event if needed.
- A general note: traffic not related to the Book Fair is prohibited on the grounds during set-up.

Break-Down

- It is logistically impossible for an exhibitor to breakdown early.
- Exhibitors: please use patience during the breakdown period. We know you are eager to dismantle, but the safety of our Fairgoers has first priority. Cars will enter the Book Fair grounds after 6 p.m.
- We will have policed security; however, the HBF recommends that you take valuable or irreplaceable items/inventory with you. Also plan on covering your merchandise with tarps, placing books on top of tables, and taking other general precautions for the weather and security.

All trash, display items, leftover giveaways, decorations, etc, must be taken with you or placed in recycling/trash bin when you leave. **If the Book Fair needs to clean your space at breakdown, you will be charged a base fee of \$100 on future registrations.**

Thank you for joining us! Please fill our 2-minute [HBF2019 Exhibitor Survey](#) so that we can help make your HBF experience pleasurable, personal and profitable! We’ll see you in July!

The 2019 HBF Team.