

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



HARLEM BOOK FAIR 2024

We Tell Our Stories...



SATURDAY, SEPTEMBER 7, 2024 – BOOK FESTIVAL
REGISTRATION DEADLINE: FRIDAY, AUGUST 9, 2024

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

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

*Phone: (____) _____ *Email: _____

* List Book Title/s & Genre (Separate by semi-colon) _____

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. The Book Fair will be held outdoors at the Harlem State Office Building Plaza in Harlem, NY, on Saturday, September 7th, 2024, 10:00 a.m. to 6:00 p.m. **A \$100 ADMINISTRATIVE FEE WILL BE ASSESSED TO ALL CANCELLATIONS.** Bring a copy of your emailed confirmation letter as proof of registration. All placements are made upon payment in full. Please read all 4 pages of the application. Your payment indicates agreement with all terms.

Exhibitor Placement & Fees: FINAL REGISTRATION – FRIDAY, AUGUST 9, 2024

NOTE: All placements come with one 6' table & two chairs. Exhibitors may bring their own tent. Tent may not exceed 10'x10'.		
Early Registration Deadline (must be paid in full or postmarked by 4.19.2024 Increased rates on 4.20.24)		
Placement and Promotion. (Please check all below that apply.) No refunds are allowed beyond August 9, 2024.		
Single Author Tent (rental)	\$225.00	Tent is 10'x10' and comes with a 6' table and two chairs. See tent image on page 2. You may bring extra tables and chairs.
Shared 10x10 Tent I will share space.	\$95.00 per author	Shared tent space comes with 4 chairs and two 8' table, shared by four authors; two on each side. Each author MUST register individually. HBF will pair authors as needed. See page 2. Sharing with (enter sharing author name): _____
I Will Bring My Own Tent	\$175.00	Exhibitors may bring their own tent. Tent may not exceed 10'x10'. Placement comes with a 6' table and 2 chairs. You may bring extra tables and chairs.
Open-Air (No Tent) 1 Table, 2 Chairs	\$95.00	All placements come with a 6' table and 2 chairs ONLY. Open Air placements are not covered by a tent. Limited availability.

PAYMENT INFORMATION: CIRCLE METHOD OF PAYMENT

CC (VISA/MC/AMEX); **PAYPAL** (Paypal.me/QBRHBTBC); **CASH APP** (\$HBF25); **ZELLE** (theharlembookfair@gmail.com); **CHECK**

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

Signature: _____ Print name: _____ Date: _____

CVV: _____

Please make checks payable to The Africana Literature Archives/HBF.
Mail to: Harlem Book Fair, 23 Backus Avenue # 2095, Danbury, CT 06813.
Email application to: theharlembookfair@gmail.com

For payment questions or HBF registration information, please call (203) 456.1416
For HBF Program or pre-event promotion information, please visit
www.harlembookfair.com

We are pleased to offer a range of presenter placement and additional promotional tools to enhance your visibility and help you gain exposure to online readers and Harlem Book Fair attendees. Please read carefully. This is an early registration opportunity. Prices will increase on April 20, 2024.

Single Author Tent (Rental)

Tent (see image below) is 10'x10' and will showcase 1 author. Each space is 10'x10' and comes with one 6' table and two chairs. See image below. You may bring extra tables and chairs.



Shared 10' x 10' Tent

Shared Tent (see image above) will showcase 4 individual authors. Each space is 10'x10' and comes with two 8' tables and four chairs. Two authors, each, will share one 8' table. Tables will be positioned in front of the tent. Authors will display their books outwardly, on opposite sides, back-to-back. **Each author MUST submit an individual vendor application.** HBF will pair authors, as needed, based on **opposite** genre when possible.

Bring My Own Tent

Exhibitors may bring their own tent. Tent may not exceed 10'x10'. Placement comes with a 6' table and 2 chairs. You may bring extra tables and chairs. **IMPORTANT:** Be sure to bring plastic wrap/tarp and sandbags/tent anchors to protect exhibits and anchor tents from wind. You may bring extra tables and chairs.

Open-Air Placements (No Tent Allowed)

All Open-Air placements come with a 6' table and 2 chairs ONLY. Open Air placements are not covered by a tent. Limited availability. No table sharing is allowed at this level.

Main Stage Presentation

Read from your work or tell the audience about your book; then direct them to your booth! **Limited availability.**

Travel and Hospitality

In the event of inclement weather or unexpected disruptions, we strongly recommend that you insure your travel and hospitality for refund or alternative travel. The Harlem Book Fair is not responsible for costs incurred from circumstances or conditions beyond its control (acts of God; unexpected acts by government or authority).

GENERAL HBF 2024 EXHIBITOR INFORMATION, page 3

Weather

- The Book Fair is held rain or shine, and refunds are NOT issued if the weather is inclement.
- 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 sandbags/tent anchors to protect exhibits.**

Noise and Music

- 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.
- 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.

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Lighting and Electricity

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

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 will be held rain or shine on Saturday, September 7th, from 10:00 a.m. to 6:00 p.m.
- There are no rain dates.
- **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 an 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 \$100 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.

Break-Down

- Exhibitors: please use patience during the breakdown period. We know you are eager to dismantle, but the safety of our Fairgoers has first priority.
- 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! We’ll see you in September!

The 2024 HBF Team.