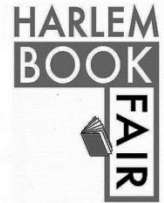


2016 The Harlem Book Fair



HBF 2016 EXHIBITOR APPLICATION WHEATLEY BOOK AWARD SUBMISSION FORM

QBR WHEATLEY BOOK AWARDS PROGRAM (No Exhibitors) – FRIDAY EVENING, JULY 15

SATURDAY, JULY 16 – BOOK FESTIVAL (Outdoor Exhibitors) FINAL REGISTRATION DEADLINE: **FRIDAY, JUNE 24, 2016**

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

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

*Phone: () _____ * Email: _____

***DCA or DOH License #:** [see Vendor License, page 4](#) * We do ___ do not ___ plan to sell books or book-related materials.

Space Reservation: (Please reserve early. We cannot guarantee specific placement requests after June 1, 2016.)

I/We would like to apply for _____ exhibitor space(s) for HBF2016. HBF will provide one 6' table and two chairs. The Book Fair is held on Saturday (Indoor and Outdoor), July 16th 11:00 a.m. to 5:00 p.m. on **West 135th Street from Lenox Avenue to Frederick Douglass Boulevard**, rain or shine. **A \$150 ADMINISTRATIVE FEE WILL BE ASSESSED TO ALL CANCELLATIONS. Absolutely no cancellation refunds are allowed after FRIDAY, JUNE 16, 2016. 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 and two chairs. Exhibitors may bring their own tent. Tent may not exceed 10'x10'. DUE TO NYC FIRE LANE RESTRICTIONS, NO TENTS ARE ALLOWED ON THE SOUTH SIDE OF STREET (see map on next page).

Category and Placement Selection (please check)	Early Registration/ Returning Exhibitor (must be paid by 3.18.2016)	Registration Deadline (must be paid in full & postmarked by 6.24.2016)					10'x10' Tent Rental
		Publishers' Row North - CP - South	Writers' Row North - CP - South	Readers' Row North - CP - South	Library Row (@ACP Blvd. & Fred. Douglass)		
Individual Author	<input type="checkbox"/> -10%	<input type="checkbox"/> \$ 350.00 N/S <input type="checkbox"/> \$ 400.00 CP	<input type="checkbox"/> \$ 300.00 N/S <input type="checkbox"/> \$ 350.00 CP	<input type="checkbox"/> \$ 275.00 N/S <input type="checkbox"/> \$ 325.00 CP	<input type="checkbox"/> \$ 225.00	<input type="checkbox"/> \$125	
Large Publisher/ Commercial Retailer	<input type="checkbox"/> -10%	<input type="checkbox"/> \$ 500.00 N/S <input type="checkbox"/> \$ 550.00 CP	<input type="checkbox"/> \$ 450.00 N/S <input type="checkbox"/> \$ 500.00 CP	<input type="checkbox"/> \$ 375.00 N/S <input type="checkbox"/> \$ 425.00 CP	<input type="checkbox"/> \$ 375.00	<input type="checkbox"/> \$125	
Non-profit Organization	<input type="checkbox"/> -10%	<input type="checkbox"/> \$ 350.00 N/S <input type="checkbox"/> \$ 400.00 CP	<input type="checkbox"/> \$ 300.00 N/S <input type="checkbox"/> \$ 350.00 CP	<input type="checkbox"/> \$ 275.00 N/S <input type="checkbox"/> \$ 325.00 CP	<input type="checkbox"/> \$ 225.00	<input type="checkbox"/> \$125	
Small Press	<input type="checkbox"/> -10%	<input type="checkbox"/> \$ 425.00 N/S <input type="checkbox"/> \$ 475.00 CP	<input type="checkbox"/> \$375.00 N/S <input type="checkbox"/> \$ 425.00 CP	<input type="checkbox"/> \$ 350.00 N/S <input type="checkbox"/> \$ 375.00 CP	<input type="checkbox"/> \$ 300.00	<input type="checkbox"/> \$125	
Art & Culture	<input type="checkbox"/> -10%	N/A	<input type="checkbox"/> \$ 300.00 N/S <input type="checkbox"/> \$ 350.00 CP	<input type="checkbox"/> \$ 275.00 N/S <input type="checkbox"/> \$ 325.00 CP	<input type="checkbox"/> \$ 250.00	<input type="checkbox"/> \$125	
Food Vendor	N/A	N/A	N/A	N/A	<input type="checkbox"/> \$ 750.00	N/A	
Registration Deposit (non-refundable) (Does not guarantee early registration price. Deposit applied against price of final payment)						<input type="checkbox"/> \$150	
Early registration discount applies to space rental only. Full tent rental price is required.					TOTAL DUE: \$		

I would like to read from my work as part of the HBF Outdoor Reading program. (Check ONE box below on left side of category.)

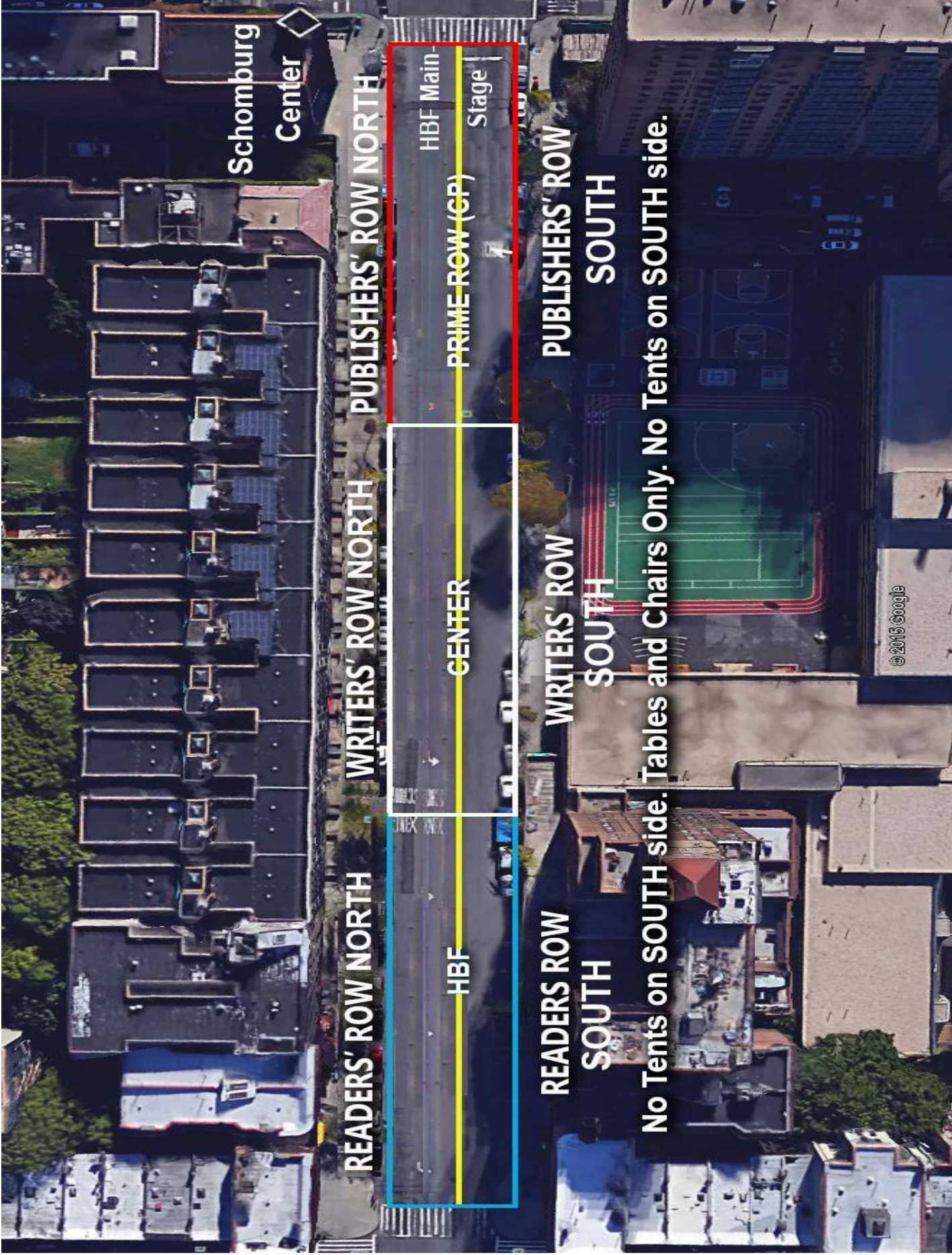
Fiction Nonfiction Children/YA Poetry Christian Urban Self-Help/Spiritual Diaspora EBooks/Audio Books

CREDIT CARD APPLICATIONS CAN BE FAXED TO 609.936.1299. WE ACCEPT VISA/MC/AMEX

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

Signature: _____ Print name: _____ Date: _____

Please make checks payable to QBR/Harlem Book Fair
Mail to Harlem Book Fair PO Box 422 Cranbury, NJ 08512 or email to hbf@qbr.com
For HBF registration information, call (917) 406.1727 or fax application to (609) 936.1299
For HBF Program information, please visit www.harlembookfair.com or call 914.231.6778



Schomburg
Center

READERS' ROW NORTH

WRITERS' ROW NORTH

PUBLISHERS' ROW NORTH

HBF

CENTER

PRIME ROW (GP)

HBF Main-

Stage

READERS ROW
SOUTH

WRITERS' ROW
SOUTH

PUBLISHERS' ROW
SOUTH

No Tents on SOUTH side. Tables and Chairs Only. No Tents on SOUTH side.

© 2015 Google

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 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

- Large recycling bins for cardboard, paper, glass and plastic will be available on-site, and a traditional garbage truck will remain on-site; get details about this at check in. Sanitation will have trashcans throughout the area and HBF staff will monitor the Book Fair continuously. You are responsible for recycling or 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. Vendors assigned to Publishers’ Row and Center Prime (CP) must have tents. Vendors without tents will be moved to Library Row.
- **NO TENTS WILL BE AVAILABLE FOR RENT ON THE DAY OF THE EVENT.**

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.

GENERAL HBF EXHIBITOR INFORMATION

4.

Change

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

Security

- **Security contracted by HBF and the NYPD will patrol the grounds for the duration of the event.**
- 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.

***VENDOR LICENSE (APPLY EARLY!!!)**

ALL EXHIBITORS MUST HAVE A TEMPORARY VENDOR LICENSE NUMBER. A Street Fair Vendor Permit can be obtained in person from the Department of Consumer Affairs (DOA), 42 Broadway, 5th Floor, New York, NY 10004, or online (<https://www1.nyc.gov/nycbusiness/description/temporary-street-fair-vendor-permit>). The fee is \$10.00. Food vendors must have a permit issued by the Department of Health (DOH). A food vendor letter is available on request.

Lighting and Electricity

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

Open for Business!

- The Harlem Book Fair is held rain or shine on Saturday (Indoor and Outdoor), July 16th from 10:00 a.m. to 5:00 p.m.
- There are no rain dates. Refund policy: Absolutely no cancellation refunds allowed after 6.24.2016.
- **Exhibitors need to be open for the ENTIRE Fair.**

Set-up

Set-up will commence at 8:30 a.m. **Food vendors will commence at 8:00 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 vehicles must leave the LOADING AREA by 9:30 am on Saturday. (Two loading areas at intersections of Lenox Avenue at 135th Street and Adam Clayton Powell, Jr. at 135th Street.)
- Vehicles may not return to the event for breakdown until the Harlem Book Fair authorizes the re-opening of the streets for exhibitors (*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.
- **Refunds are not given for any reason.**
- 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.**

The Phillis Wheatley Book Awards



The presentation of the Phillis Wheatley Book Awards, our highly-anticipated, annually judged, best-of-book recognition program, will open the 18th Harlem Book Fair. Produced in collaboration with musical director **Atiba Wilson**, the Wheatley's will be hosted by **The Schomburg Center for Research in Black Culture in New York City**. This annual award, named for the first published African-American female writer, is given for 'literary work and literary advocacy that transcends culture, boundary, and perception' and, akin to the National Book Awards, for best-in-genre titles published in the previous year.

Our 2015 Legacy tribute was paid to poet **Nikki Giovanni**, award-winning illustrator **Jerry Pinkney**. Our 2016 legacy awardees will be announced in the Spring of 2016. Our 2015 author recipients were *Granny's Helper* (Young Readers) **Selma Jackson**; *The Madman of Piney Woods* (Young Readers, Scholastic) **Christopher Paul Curtis**; *City of Eternal Spring* (Poetry) **Afaa Michael Weaver**; *Born At Dawn* (First Fiction) **Nigeria Lockley**; *Land of Love and Drowning* (Fiction) **Tiphonie Yanique**; *A Light Shines in Harlem: New York's First Charter School and the Movement It Led* (Nonfiction) **Mary C. Bounds**; *Regina Anderson Andrews, Harlem Renaissance Librarian* (First Nonfiction) **Ethelene Whitmire**.

Prizes in seven categories will be awarded – Debut Fiction and Non-fiction, Best Fiction of 2015 and Best Non-Fiction of 2015; Poetry and Children's Books (Young Readers and Young Adult). The Wheatley Book Award jury accepts submissions of books printed in 2015 from all publishers and published authors. The Wheatley Book Award presentation is open to industry professionals, media, and all readers.

2016 The Harlem Book Fair

www.harlembookfair.com



QBR PHILLIS WHEATLEY BOOK AWARD SUBMISSION FORM

Submissions postmark deadline is APRIL 15, 2016

WHEATLEY BOOK AWARD – CATEGORIES:

301 *Fiction: Novel, Genre Fiction, Popular and Commercial Novel.

302 *First Fiction: Debut Novel, Genre Fiction, Popular and Commercial Novel. Debut is defined as a first appearance; to present to the public for the first time; an author's first published work.

303 *Non-Fiction: Memoir, History, Social Issues & Literary Criticism.

304 *Children: Literary works appropriate for children: **a)** Young Readers; **b)** Young Adult

305 *Poetry: Literary work or collection written in poetic form.

1. CATEGORY NO. _____ CATEGORY NAME: _____

2. TITLE: _____

3. PUBLISHER: _____

4. PUBLICATION DATE: _____

(BOOK MUST HAVE BEEN PUBLISHED BETWEEN 1/1/15 AND 12/31/15)

5. AUTHOR'S NAME AND CONTACT INFORMATION:

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

6. ILLUSTRATOR'S NAME (IF APPLICABLE) AND CONTACT INFORMATION:

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS: _____

7. PUBLISHER'S CONTACT INFORMATION:

NAME: _____ TITLE: _____
COMPANY: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____
MAILING ADDRESS: _____

8. WRITE A 100 WORD SYNOPSIS OF THE BOOK. (PLEASE DO NOT REFER US TO SUPPLEMENTARY DOCUMENTATION.)

9. CONTACT INFORMATION OF INDIVIDUAL COMPLETING THIS FORM:

NAME: _____ TITLE: _____
COMPANY: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____
MAILING ADDRESS: _____

10. PERSON TO BE NOTIFIED IF THIS ENTRY IS NOMINATED (IF DIFFERENT FROM ABOVE, #9):

NAME: _____ TITLE: _____
COMPANY: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____
MAILING ADDRESS: _____

All entries require an entry form and FOUR (4) original copies of the title. NEITHER GALLEYS NOR MANUSCRIPTS WILL BE ACCEPTED.
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For HBF2016, the Wheatley will be awarded as a best of category award in five categories. All submissions must have been published in 2015. **A submission fee of \$75 per title will offset the cost of the program and the promotion of submitted titles.** Submission forms may be emailed in advance of books to wheatleyawards@QBR.com or faxed to 914.231.6981. Please mail books and forms to:

QBR/Harlem Book Fair - Wheatley Awards
591 Warburton Avenue #170
Hastings on Hudson, NY 10706
914.231.6778 (w); 914.231.6981 (f)

The Harlem Book Fair reserves the right to accept or not accept submissions based on the appropriateness of the material.

Submissions must conform to the standards and the mission of QBR, The Harlem Book Fair, and the Wheatley Book Awards, which is to recognize, celebrate and honor authors for exemplary work written about the African Diaspora experience.
