

# Local Author Fair at Prescott Public Library Author Application

215 E Goodwin St. Prescott, AZ 86303

Saturday, November 4, 2023, 10 am – 4 pm

Yavapai County authors are invited to apply for free table space at this event where they can display, sell, and discuss their books. Author space is limited. Applications will be reviewed in the order they are received. Please fill out this form and return it to the Ask a Librarian desk on the second floor of the library or email a copy to [ask.librarian@prescott-az.gov](mailto:ask.librarian@prescott-az.gov) by **September 15, 2023**. Authors will be notified of their acceptance status by October 1, 2023.

Name: \_\_\_\_\_

Pen Name (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Author Website or Social Media Handles:

\_\_\_\_\_

Are you a resident of Yavapai County?

- YES
- OTHER (Arizona State counties only): \_\_\_\_\_

## SHARED TABLE REQUEST (OPTIONAL)

Two authors may apply to share a single table. Each author must submit their own application and indicate with whom they wish to share a table. **Do you want to share a table with another author?**

- NO
- YES, I would like to share with (name): \_\_\_\_\_

## BOOK INFORMATION

Authors are restricted to selling only the books listed on their application. Authors must have bound, print copies to sell at the fair. **Please provide the following information about the books you plan to bring and sell at the event:**

Title: \_\_\_\_\_ Publisher: \_\_\_\_\_

Publication Date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Genre: \_\_\_\_\_ Audience: Adult: \_\_\_ YA: \_\_\_ Children: \_\_\_

Title: \_\_\_\_\_ Publisher: \_\_\_\_\_

Publication Date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Genre: \_\_\_\_\_ Audience: Adult: \_\_\_ YA: \_\_\_ Children: \_\_\_

Title: _____	Publisher: _____
Publication Date: _____	ISBN: _____
Genre: _____	Audience: Adult: ___ YA: ___ Children: ___
Title: _____	Publisher: _____
Publication Date: _____	ISBN: _____
Genre: _____	Audience: Adult: ___ YA: ___ Children: ___
Title: _____	Publisher: _____
Publication Date: _____	ISBN: _____
Genre: _____	Audience: Adult: ___ YA: ___ Children: ___

**READING SESSION APPLICATION (OPTIONAL)**

Pending time availability, some authors may have the opportunity to take part in a short author showcase session that would include a brief reading and book talk of their work. Sessions may be limited to 10 minutes to allow for maximum author participation. Authors will read from their own works for no more than 5 minutes and any remaining time may be used for discussion.

**Would you be interested in doing a short reading session?**

- YES
- NO

**If YES, from which book?** \_\_\_\_\_

**Please provide a brief overview of the book you would like to read from:**

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**SIGNATURE**

**I have read and understood the Guidelines for Participation and by signing I agree to comply with all requirements.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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 prescottlibrary.info | 928.777.1500



# Local Author Fair at Prescott Public Library

## Event Information and Guidelines for Participation

### General Event Information:

- A 5' x 2' table with two chairs will be available for each author space. Display space is limited to the table surface and all personal belongings must fit on or under your table. The library does not have the ability to accommodate banners, posters, or other wall/ceiling hangings.
- Check-in and set up for the event will take place between 9 am and 10 am in the Founders Suite of the library on Saturday, November 4. Your table should be set up no later than 9:45 am. Author tables will be assigned at check-in.
- The Local Author Fair ends at 4 pm. Author table spaces must be vacated and cleaned prior to 4:45 pm. The library closes at 5 pm.
- Free WiFi is available throughout the library.
- Non-alcoholic beverages with lids and light refreshments are permitted in event space. Individuals must provide all supplies and equipment for refreshments and will be responsible for any costs necessitated for cleanup or damages.

### Guidelines for Participation:

- Applicants must be Arizona residents. Priority is given to authors who reside within Yavapai County. If space permits, authors from other counties in Arizona will be considered.
- Authors must commit to attending the full event. Short breaks are permitted.
- Two authors may apply to share a single table. Each author must submit a separate application and indicate on their application with whom they wish to share a table.
- Authors must procure and provide their own bound, print copies of their book for sale. Sales will be limited to books and no other merchandise may be sold during this time. Free promotional materials like business cards, bookmarks, and other small items to give away are permitted.
- Display items must be appropriate for all ages.
- If selected for a book reading, the passage selected must be appropriate for all ages.
- Authors are responsible for their own exhibits, including any money, cash boxes, products, tablecloths, or any other items they wish to use. Credit card readers and change cannot be provided by the library and library staff cannot assist in sales.
- Authors must legally be able to sell their books at this event and are responsible for any licenses, taxes, and reporting as necessary.
- The library assumes no responsibility for private property brought in the building.
- This event may be photographed and/or videotaped for library promotional purposes.
- The library will not pay authors for participation or reimburse any expenses.
- All persons must conform to the Prescott Public Library Standards of Behavior policy.

For more information, please visit or call the Ask a Librarian desk at 928.777.1526.



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