

Local Author Fair at Prescott Public Library Author Application

215 E Goodwin St. Prescott, AZ 86303

Saturday, November 2, 2024, 11 am – 2 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 by **September 20, 2024**. Authors will be notified of their acceptance status by October 11, 2024.

Name: _____

Pen Name (if applicable): _____

Phone: _____ Email: _____

Author Website or Social Media Handles:

Are you a resident of Yavapai County?

- YES
- NO; 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): _____

SIGNAGE (OPTIONAL)

A limited number of tables are available that may accommodate tall posters/displays that fit on the tabletop. Tall signage/displays may not be used on other tables or placed on the floor. Authors will be notified of table selection prior to the event. **Would you prefer a table that can accommodate tall displays?**

- NO
- YES

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: ___

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Publication Date: _____ ISBN: _____

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Genre: _____ Audience: Adult: ___ YA: ___ Children: ___

Title: _____ Publisher: _____

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Genre: _____ Audience: Adult: ___ YA: ___ Children: ___

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



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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 only and all personal belongings must fit on or under your table. The library does not have the ability to accommodate banners, posters, or any other wall/ceiling hangings.
- Check-in and set up for the event will begin at 10 am in the Founders Suite of the library on Saturday, November 2. Your table should be set up no later than 10:45 am. Author tables will be assigned at check-in.
- The Local Author Fair ends at 2 pm. Author table spaces must be vacated and cleaned prior to 2:45 pm.
- Free WiFi is available throughout the library.
- Non-alcoholic beverages with lids and light snacks are permitted in the event space. Participants 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.
- 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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