



The Gaithersburg Book Festival is a celebration of the written word and its power to enrich the human experience. Our mission is to foster an interest in reading, writing and literary conversation.

***Presented by the City of Gaithersburg Cultural Arts Division,
and funded in part by the Maryland State Arts Council***

mystery

fiction

APPLICATION TO PARTICIPATE

Be part of an exciting collaboration with the region's literary best!

children's lit

Gaithersburg Book Festival

Saturday, May 15th, 2010 • 10 a.m.- 6 p.m.

Gaithersburg City Hall Concert Pavillion and Grounds

history

sports

-  Nationally Acclaimed Authors, Journalists, Illustrators, Publishers, and Bloggers
-  Tales from the World's Best Storytellers
-  Book Signings & Sales
-  Workshops for Aspiring Writers and Children
-  Activities for the Whole Family
-  Coffee House Featuring Poetry Readings & Acoustic Entertainment
-  Food, Drinks, and Fun for Everyone!

graphic novels

biography

politics

sci fi



Gaithersburg City Hall Grounds
31 S. Summit Avenue
Gaithersburg, MD 20877

301.258.6350
ccrosby@gaitersburgmd.gov
www.gaitersburgmd.gov/book

If you are an Author who is requesting to Present...

Thank you for your interest in presenting at the Gaithersburg Book Festival. Although we will consider all published authors for the Festival, please keep in mind that the number of openings for presenters is limited. If you would like to be considered as a presenter, please fill out and return the application found on the next page, along with the information requested below.

We require the following information in order to consider your application to present:

Bibliography

Please send a list of books or articles you have written (maximum of 10 titles) along with publishing information. Also note any awards received and include any relevant reviews. If possible, please send a review copy of your latest book, or a copy of the book on which you will present.

Presentation

Please attach a short description (100 word limit), and the approximate length of the programming segment you propose. Describe the genre, theme or other relevant details and why the presentation is appropriate to the Gaithersburg Book Festival. Please also list any links to available on-line video samples of previous presentations or interviews.

Biography

Please attach a short (100 word limit) biographical statement and include information on your speaking experience. Please also provide a high resolution (300 dpi) photo we can use for advertising purposes.

Availability & Requirements

Are you available Saturday, May 15, 2010 between 10 a.m. and 6 p.m. to appear in Gaithersburg, Maryland? If so, what are your requirements? _____

If Selected

You will have an opportunity to speak in one of our Author's Tents, followed by a brief question and answer period with your audience. After your presentation, you will be provided space at the signing booth for a special book signing opportunity. Book sales for presenting authors will be handled by Barnes & Noble.

Application Deadline

Friday, March 12, 2010. We will make author selections by the end of March and will notify you shortly thereafter. If you would like to purchase a booth space to exhibit at the Festival, regardless of whether you are selected as a presenter, please check the appropriate box on the application, and send payment in with your application.



Saturday, May 15, 2010, 10 a.m. - 6 p.m.

City Hall Grounds, 31 S. Summit Avenue, Gaithersburg, MD 20877

APPLICATION

Mail to: Gaithersburg Book Festival ~ 506 S. Frederick Ave. ~ Gaithersburg, MD 20877

Deadline: Friday, March 12, 2010
For More Information Call 301.258.6350

Please read and complete **both sides** of this application form. Application must include payment (if applicable) in order to be processed. Sending in your application and payment does not guarantee acceptance. Please make a copy of the Terms & Conditions for your records. Please print or type.

Name (as you would like it to appear on your booth or in Festival Program):

Address: _____

City, State, Zip: _____

Contact Person (if different from name above): _____

Daytime Phone: _____ Evening: _____ Cell: _____

e-mail address (required): _____

MD Sales Tax ID # or Nonprofit # (if applicable): _____

(Please call 1-888-615-0369 to obtain a MD tax ID).

Type of Participation (please check one):

Presenting Author Only (No booth space requested) please see previous page for additional information required

Literary Exhibitor/Vendor (10' x 10' booth space)

Please check one of the following types:

Author: Are you also applying to be a Presenter? YES NO (if yes, please see previous page for additional information required)

Bookseller **Publisher** **Literary Organization** **Nonprofit** **Other** _____

I plan to: Sell Hand out information Pass out giveaways Collect donations

Offer an activity or special promotion (please describe): _____

Briefly describe your booth, and what items, if any, you will be selling: _____

How many 10' x 10' spaces will you require? _____

Will you require a canopy? _____ (limited availability; please plan on bringing your own if possible)

Food Vendor Along with your application, please submit:

- Full menu with prices
- Photos of booth and site plan (drawing of set-up plan)
- Copy of Certificate of Insurance – **MANDATORY**
- Type of booth: _____ Tent _____ Trailer _____ Truck
- How many spaces are required? _____ (10' x 20')
- Copy of Montgomery County Health Permit
- Generator? YES NO (if yes, it must be barricaded for safety)

Fees:

Presenting Author Only (No Booth Space): **No Fee** (Please see previous page for additional information needed)

Literary Exhibitor/Vendor: (Per 10' x 10' Booth Space)

\$75 Resident of Gaithersburg **\$100** Nonresident **\$35** Nonprofit (proof of nonprofit status must be provided)

Food Vendor: (Per 10' x 20' Booth Space)

\$90 Resident **\$100** Nonresident

Payment must accompany application. If not selected, your payment will be returned to you. **Please make checks payable to City of Gaithersburg** and mail to: Gaithersburg Book Festival ● 506 S. Frederick Ave. ● Gaithersburg, MD 20877 ● Fax 301-948-8364

Amount Paid \$ _____ Cash _____ Check # _____ Visa/MC/Discover _____ Exp. ____/____

Print Name _____ Signature _____

For office Use only: Rec'd. _____ Acc. _____ Proc. _____ Not. _____

Gaithersburg Book Festival ● Saturday, May 15, 2010

Terms and Conditions

This application, when properly executed, shall constitute a valid and binding agreement between the Author/Presenter/Exhibitor/Vendor/Food Vendor (the Vendor) and the City of Gaithersburg (the City). The City reserves the right, in its sole and absolute discretion, to reject any application, or to limit participation in the event.

The Gaithersburg Book Festival is an outdoor, rain or shine event

1. All applicable fees must be included with application.
2. Application and payment do not imply acceptance. If accepted, you will receive notification and additional information once your application has been processed.
3. Vendors not accepted into the Festival will be notified and payment will be refunded.
4. Non-Food vendors must have literary-related products, services or goods and may only do business within their assigned booth.
5. A standard booth space is 10' x 10'; outdoors. (10' x 20' for food vendors)
6. The City will provide one table and two chairs. Canopies are available, but are limited. Please plan on bringing your own if at all possible. You must notify us in advance if you require a canopy.
7. No water or electricity is supplied. Food Vendors must provide their own generators, if necessary, and they must be barricaded for safety. Vendors are responsible for their own trash removal and wastewater disposal. There is no place to dump water at the Festival. Be prepared to take wastewater with you.
8. No food items or drinks may be sold by any vendor except for **pre-authorized food vendors**. Food items also include bottled water, soft drinks, candy, etc. For questions or more information vendors should contact the Montgomery County Health Department at 240-777-3986.
9. **Deadline for application is Friday, March 12, 2010.** No refunds will be issued unless the vendor is not accepted or the City cancels the event.
10. The event is outdoors, will be tented and will be held rain or shine.
11. Set-up hours are from 6 – 10 a.m. on Saturday, May 15, 2010. Your specific time for set-up will be mailed to you at a later date. All booths must be completely installed by 10 a.m. If the booth is not set up by 10 a.m., the City has the right to make use of the space as deemed necessary and appropriate with no refund made to the contracting vendor. Vendors may not begin to dismantle before 6 p.m. and must be completely dismantled by 7 p.m.
12. Vendor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with the Vendor's participation in the Festival. Vendor shall indemnify, defend and hold the City harmless for any taxes (including fees and penalties, if any) required to be paid by the City in connection with the Vendor's activities under this contract.
13. Failure by Vendor to adhere to any provision of this Agreement may result in cancellation of this agreement, or removal from the festival.
14. Vendor may not assign this agreement, trade, sell, share, or otherwise transfer the advertising or exhibiting rights provided for in this agreement.
15. Vendor shall abide by all state or local fire regulations including but not limited to: storage and booth construction shall not block access to fire/life safety equipment and shall not impede exit access.
16. Any and all matters not specifically covered by the preceding regulations shall be subject to the determination of the City. The City shall have the full power to interpret, amend and enforce these regulations, provided reasonable notice of any amendments is provided to the Vendor.

I certify that I have read, or have been given the opportunity to read and fully understand, the City of Gaithersburg Special Event Resolution R-73-05 (sent upon request), and amendments thereto, the Book Festival Terms and Conditions, and any other applicable law or resolution that is in effect as of the date of the 2010 Book Festival. I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for the Book Festival will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to sell and, if applicable, a Montgomery County Health Permit.

By participating in this Book Festival I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the Gaithersburg Book Festival by groups or organizations other than City of Gaithersburg officials, departments, or committees does not constitute City of Gaithersburg endorsement.

Signature: _____ Date: _____

Print Name: _____