



...a celebration of books,
authors, and literary excellence!

Saturday, May 19, 2012, 10 a.m. - 6 p.m.

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

Application to Participate as a Featured Author

Event Description

The Gaithersburg Book Festival (GBF) is an exciting large-scale annual celebration of the written word, and already one of the region's top literary events. This outdoor event features presentations and signings by authors of both national and local acclaim, as well as writing workshops, literary exhibitors, book sales, children's entertainment and activities, food vendors, and a Coffee House featuring poetry readings and musical entertainment.

Last year's GBF featured over 100 presenters, including 5 award winners, and a half dozen national best-sellers.

If you would like to apply to be a GBF Featured Author, you will need to submit the following application. Please read the instructions below before filling out your application, as only fully completed applications will be considered.

Application & Notification Process

Your complete application is **due no later than February 29, 2012**.

Along with the completed application form, the following items are also required:

- A copy of your book
- Your bibliography
- Your resume, or a description of your speaking/presentation experience

Decisions will be made by the end of March 2012, and you will be notified of your acceptance status by e-mail.

If you are selected as a Featured Author

- You will receive a confirmation e-mail that will request further information.
- Your book sales will be handled by Politics & Prose Bookstore in the on-site Book Sales Tent.
- You will be given a time slot and space for book signing near the book sales tent, following your presentation.
- You will be provided with an author escort to guide you to your destinations.
- You will be provided with someone to introduce you prior to your presentation.
- You will be provided with refreshments, and an area from which to base yourself for however long you wish to remain at the festival.
- No electricity will be available, except for cooking demos.
- The Gaithersburg Book Festival is not able to assist with travel expenses, but may be able to assist with hotel accommodations.

If you are NOT selected as a Featured Author

You will receive an e-mail indicating so by the end of March. At that time, you may still apply for an exhibitor's booth space, for a fee, if desired. The Exhibitor's Application can be found on the Festival website at gaithersburgbookfestival.org.

Advertising and Promotion

The City of Gaithersburg will advertise the Festival in the following ways:

On the City website (www.gaithersburgmd.gov), the Gaithersburg Book Festival Website (www.gaithersburgbookfestival.org), both the City and Book Festival Facebook and Twitter accounts, the City of Gaithersburg Cable TV station (Comcast & RCN Channel 13, and Verizon FiOS channel 25 within the City limits), in multiple print ads in newspapers and magazines, area book clubs, press releases to local and regional media outlets, 10,000 postcards distributed to school students, libraries, and City facilities, and 15,000 bookmarks distributed throughout the County at retail stores, shopping malls, and events. SPECIAL NOTE: Please be aware that your presentation may be photographed, taped, and/or filmed by the City of Gaithersburg, C-SPAN, Comcast, or other media.

For more information, please contact:

Carolyn Crosby: 301-258-6350 ~ ccrosby@gaithersburgmd.gov



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Application Deadline: February 29, 2012

AUTHOR INFORMATION

Author's Name _____ Publisher _____

Book Title _____ Genre _____

Description of Book _____

Description of Proposed Presentation: (please attach description if additional space is needed) _____

CONTACT INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

E-mail (required): _____

Preferred Phone #: _____ Event Day Cell #: _____

Website address: _____

**MAIL COMPLETED APPLICATION AND ALL REQUIRED MATERIALS,
INCLUDING COPY OF BOOK, BIBLIOGRAPHY AND RESUME TO:**

Gaithersburg Book Festival Presenter ~ 506 S. Frederick Avenue. Gaithersburg, MD 20877.

For Office Use Only:

Date Received _____ Acceptance: Yes No Date Notified: _____