

READ LOCAL
Welles-Turner Memorial Library's Local Author Fair
Saturday, March 24, 2018
11:00am – 1:00pm
Application for Participation

All authors interested in participating must complete and return this form no later than Saturday, December 16, 2017. In addition to the application, authors will be required to submit a hard copy of their book(s), a resume, professional reviews (if available), an image of the cover of your book, and a head shot.

Applications may be returned:

- In person at the Welles-Turner Memorial Library
- Mailed to: 2407 Main Street, Glastonbury, CT 06033, Attn: Nicole Cignoli and Deborah Martin
- Scanned and emailed to: nicole.cignoli@glastonbury-ct.gov and deb.martin@glastonbury-ct.gov
- Faxed to: 860-652-7721, Attn: Nicole Cignoli or Deb Martin

Due to space restrictions, we cannot guarantee acceptance of all applicants and incomplete applications will not be accepted. Authors who submit an application will be notified via email of their final selection status by Friday, December 29, 2017.

Please see page 3 for more information about the fair and rules/requirements for participation.

Name(s): _____

Prefer to use the following pen name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: (_____) _____ Cell: (_____) _____

Website (if applicable): _____

List the title(s) of your book(s): _____

Type of Book(s):

- | | |
|--|---|
| <input type="checkbox"/> Adult Fiction | <input type="checkbox"/> Juvenile Non-Fiction |
| <input type="checkbox"/> Adult Non-Fiction | <input type="checkbox"/> Young Adult |
| <input type="checkbox"/> Juvenile Fiction | <input type="checkbox"/> Other (describe) _____ |

Do you require any special accommodations? _____

Welles-Turner Memorial Library
2407 Main Street
Glastonbury, CT 06033
860-652-7720 www.wtmlib.info

I understand that as part of the application process, I must supply a copy of my book(s), which will then belong to the Welles-Turner Memorial Library. The book(s) may, or may not, be added to the library's collection and will not be returned to me.

I understand that if selected to participate in the Welles-Turner Memorial Library Local CT Author Fair, I am responsible to supply my own book(s) to sell and that library staff will not be available to help with sales. I will be responsible for providing change and/or a credit card machine for purchases. I understand that the book(s) I sell must be offered at or below retail price and not any higher.

I agree to the above statements and have read, understand, and will comply with the Local CT Author Fair Rules & Requirements on page 3. I understand that if selected to participate, I authorize Welles-Turner Memorial Library to use my name and image in promotion of this event without financial compensation. I certify that the information I have provided on this application is accurate.

Applicant Signature: _____ Date: _____

Office use only:

Application rec'd: _____ (Staff initials) Date: _____

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Rules & Requirements for Participation

Participants who are unable to make the event should alert the library by March 1, 2018.

Check-In and Set-Up: 9:30am – 10:30am

Please check in with a library employee at the Reception Desk in the Riverfront Community Center's Community Room. You will be given your nametag and shown to your table, where you can begin setting up. Your table display must be set up no later than 10:45am.

Fair Hours: 11:00am – 1:00pm

You must stay for the entire duration of the fair. Your table should be staffed at all times.

Take-Down: 1:00pm – 1:45pm

Please do not begin taking down your table display until the fair has ended at 1:00pm. You must finish packing and remove your items from the Meeting Room by 1:45pm.

Eligibility Requirements: You must be a Connecticut-based author and have professionally-bound, print copies of your book(s), published after 2005, (traditional or self-published) to sell at the fair. All genres are welcome.

Space Assignments: Will be given when you check in. Space includes one-half (1/2) of a 6 ft. table and two (2) chairs. All boxes, displays, and personal belongings you bring to the event must fit on or under your table. Due to space restrictions, there can only be two people seated behind each table during the event: the author and one (optional) person you bring with you to assist with book sales. Only the author needs to be listed on the Application. If two authors would like to share a table, please indicate this on the Application.

Display: Authors must attend the event and are responsible for their own exhibits, including set-up and take-down. You are welcome to bring items such as tablecloths, book stands, and signs, as long as your display is kept sturdy, safe, clean, and does not extend outside your designated space. You may not tape anything to the walls. Participants may also bring promotional materials such as fliers, bookmarks, and business cards to give away during the fair. Your area must be left clean when you leave. All display items must be appropriate for all ages. The Library is not responsible for any lost or damaged items.

Sales: You are restricted to selling only the books listed on your Application. Authors are responsible for the sale of their own books. The library will not provide change or the use of a credit reader. If you wish to use a credit card reader, your unit must operate wirelessly and its setup and configuration are your responsibility. You are free to accept any payment methods you choose; it is helpful to bring a sign that lets attendees know what payment methods you will accept. The Library is not responsible for any bad sales or theft of books/items.

Accommodations: Beverages and light snacks will be provided to participants throughout the day. Free Wi-Fi is available throughout the Center. A limited number of spaces with electricity are available. If you require electricity for your display, please indicate this on your Application under "Special Accommodations."

Contact: For more information regarding the Local Author Fair, please contact Nicole Cignoli at nicole.cignoli@glastonbury-ct.gov Or Deborah Martin at deb.martin@glastonbury-ct.gov 860-652-7720.