



Detroit Book City Third Annual

African-American Family Book Expo 2019

Author Registration Form

Sunday, February 24, 2019 / 12 noon-5pm

Northwest Activities Center, 18100 Meyers Rd, Detroit MI 48235

\$50 Early Bird Special/ \$65 Regular Fee after Oct. 2, 2018

Name: _____

Address: _____

Phone: _____ Cell: _____

Website: _____ Email: _____

My Books Titles:

I give permission to make the above information public for event promotion purposes: Yes No

GENRE (select ONE): Mainstream fiction Urban fiction Christian fiction
 Mystery/thriller Historical fiction Politics Romance Poetry
 Religious/faith Children Teens/Young Adults Fantasy Business/Leadership
 Education Motivation/Self-help Family/Relationships History Beauty/Health
 African Diaspora Biography Other _____

The BOOK AUTHOR agrees to pay the Exhibitor Fee in the amount:

\$50 Early Bird, \$65 after October 1, 2018 (\$15 late fee after Feb. 1, 2019)

Fee includes author badge, 6' table and two chairs, author photo/bio promo & continental breakfast

PAYMENT IS DUE WHEN SUBMITTING THIS AGREEMENT

All exhibitors are asked to assist in the promotion of inviting guests and will offer sale of your books at a discount.)

1. **THIS IS AN INDOOR EVENT.** (In the event of severe weather conditions, other arrangements (including date/time/location) will be made at the discretion of Detroit Book City Bookstore with the best interest at heart for the author.)
2. Exhibitor space is offered on a first-come basis. I understand that my Exhibitor Fee is **NON-REFUNDABLE**. Detroit Book City will not "hold" space without payment, No exceptions.
3. All Exhibitors are provided with 1 table, 2 chairs & exhibitor badge. A few electricity outlets are available upon written request.
4. Set-up begin at 10:00am and conclude at 5:00pm Sharp. Please check for your table placement at the registration table. **If you arrive after 12noon, you will not be allowed to set-up and your Exhibitor fee is forfeited - NO EXCEPTIONS.**
5. Tables must be staffed at all times 12:00noon-5:00pm. All merchandise must remain within exhibitor booth spaces.

6. All Exhibitors understand that you are to sell your books at a discount price/ structure (10-20% OFF).
7. All Exhibitors understand that Detroit Book City is not responsible for sales profits or loss from event for book sales.
8. Exhibitors will pay for all transactions in advance. We are not liable for any money handling the day of the event.
9. Exhibitors must sell their own written books and/or branded merchandise. Exhibitors keep all earnings from sales!
10. Alcoholic beverages are not permitted to be sold or consumed within the event area.
11. Live DJ music will take place at the Detroit Book City's Juneteenth Book, Poetry & Arts Fair. Exhibitors may not play music and microphones are prohibited.
12. Spaces must be left clean and vacated by 5pm on the day of the event (garbage cans are provided) or a clean-up fee of \$35.00 per space will be charged.
13. Detroit Book City African-American Family Book Expos are family events. No merchandise featuring drugs, drug paraphernalia or explicit sexual connotations will be permitted. Event staff reserves the right to remove exhibitors who are offering such merchandise for sale.
14. There will be no guns, ammunition, pepper gas, etc. sold or present on the event grounds.
15. All city, county and state regulations will be obeyed, PARTICULARLY THE SECTIONS ON SHUTDOWN TIME.

I have read and understand the above-listed event policies and procedures. I agree to follow the rules as stated above and hereby release the Detroit Book City's African-American Family Book Expo from all damages, costs, or expenses that may arise because of fire, theft, or breakage of property or personal injury received by reason of or in the course of the Detroit Book City's African-American Family Book Expo event which may be occasioned by any willful or negligent act or omissions of myself, my employees, or any liability from disorder or disturbance during this event. I warrant that I have the authority to bind this business to this agreement.

Signature of Exhibitor

Date

**Please return this vendor application via email: janeice@detroitbookcity.com
PAYMENT CAN BE REMITTED ONLINE AT EVENTBRITE.COM**

Office-Use only

Date Rec'vd: _____
Amount Paid _____

Approved: Yes No
Method of Payment: _____

Assigned Space#: _____
Referred by: _____