

Thirteenth Annual Utah Humanities Book Festival

Saturday, October 23rd, 2010
The Salt Lake City Main Library,
210 East 400 South, Salt Lake City, Utah

Exhibitor and Bookseller Application

Deadline October 1, 2010

If payment is received:	Now-Sept. 1	Sept 2-Oct. 1	Late (After Oct. 1)
Cost per table is:			
Nonprofit, Per Table	\$40	\$75	\$120
Commercial, 1 Table	\$120	\$180	\$230
Commercial, 2 Tables	\$190	\$250	\$300
Commercial, 3 Tables	\$240	\$300	\$350

All exhibitors will be placed in the Upper Urban Room of The City Library. Exhibitor space is limited – decisions on received and accepted applications will be made by October 2nd.

Name of
Store/Organization: _____
Contact: _____
Phone: _____ Email Address: _____
Address: _____
City: _____ State: _____
Zip: _____

NOTE: We reserve the right to turn down applications. We will not accept applications that do not meet Utah Humanities Book Festival criteria or that do not support the Festival's mission: "to promote the love of reading and the importance of literacy."

ABOUT YOU: Please describe your business or organization in detail; use additional sheets as needed.

ELECTRICITY: Do you need electricity? (If yes, you must supply your own cord and tape.)

Yes___ No___

If you want electricity, you must request it in advance. We are unable to accommodate late requests.

PUBLICITY: Would you like postcards advertising the event? Yes___ No___ How many_____

Do you have a newsletter? If so, would you be willing to print a short article or promotional piece about the festival? Yes___ No___

Details:

FUNDS DUE:

Registration fee: _____ (see table at top of this page)
Box lunches: _____ (total number of lunches X \$10)
Total enclosed: _____ (registration fee plus lunches)

THANK YOU!

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Please make checks payable to: **Utah Humanities Council**. Send completed registration form, contract, and payment to the address below. If you prefer, you may fill out your application electronically and submit it via email. If you email your application, please note you must still mail a signed application and a check to hold your space.

Jennifer Hickman, Associate Book Festival Director
Utah Humanities Council
202 West 300 North
Salt Lake City, UT 84103-1108

Please contact Jennifer at 801.859.6071, hickman@utahhumanities.org

CONTRACT:

- Exhibitors at the Festival will be provided with:
 - One (1) 6' table (unless exhibitor pays for more, maximum of 3 tables per exhibitor)
 - 2 chairs per table
 - Wireless Internet access
 - Electricity (ONLY if requested in advance. You must supply your own cords and tape.)
- Exhibitors may bring signs that may be attached to a table or to a stand supplied by the exhibitor. Nothing may be taped or secured in any way to library walls. All items for sale must be placed on tables. Exhibitors may not use additional tables, bookshelves, or other display systems unless that equipment is placed on top of the tables rented via this contract.
- All exhibitors are positioned in the Upper or Lower Urban Rooms of the City Library. Author book signings and other entertainment will take place in the Lower Urban Room.
- Exhibitors are free to distribute promotional material, and to give away and/or to sell books and other materials at their own tables. Nothing may be sold or distributed outside the exhibitor's own immediate table area.
- Set up will begin at 9:00 a.m. Saturday, October 23rd and must be completed by 10:00 a.m.
- Take down will begin at 7:00 p.m. Saturday, October 23rd and must be completed by 9:00 p.m.
- All exhibitors are expected to remain for the full day of the Festival. Exhibitors may not move goods or materials through the Upper Urban Room while auditorium authors are speaking (because of the noise intrusion).
- The exhibitors themselves must staff their tables for the entire day (9 a.m. to 9 p.m. on 10/23). Please make sure you have sufficient staff to cover your table(s) at all times.
- You will be responsible for your own food, water, and whatever other creature comforts you will need during the day. You may pay for box lunches via this contract.
- You will be assigned a set up location, which is not negotiable and cannot be changed.
- We cannot guarantee that you will be the sole representative of your company or your type of sales.
- We reserve the right to turn down applications. We will not accept applications that do not meet Utah Humanities Book Festival criteria or that do not support the Festival's mission: "to promote the love of reading and the importance of literacy."

SIGNATURE: _____

DATE: _____

Next Page: Please note the Requirement For a Temporary Sales Tax License for Off-Site Sales

Temporary Sales Tax License for Off-site Sales

Contact: Pat, state tax office (801 297 6303).

Any vendors at the Utah Humanities Book Festival must have a temporary sales tax license for off-site sales, whether they have a license for a usual place of business or not.

The Utah State Tax Commission (tax.utah.gov/special event or specialevent@utah.gov) has packets of temporary licenses with tax rate charts and postage paid envelopes. Exhibitors must pay those taxes within 10 days, and UHC must provide a participant list within 5 days after the event.

UHC can distribute the packets to vendors, or we can notify the tax commission about the event and they will send a staff person to the event to ensure compliance. UHC can distribute the packets to vendors, or we can notify the tax commission about the event and they will send a staff person to the event to ensure compliance.

UHC chooses to distribute packets. Please provide an address where we can mail the packet. We are also required to collect one of the following from you for reporting purposes: 1) Your Tax ID #; 2) Your Social Security Number; 3) Your Drivers License Number (and state of issue).

THANK YOU!