

# Fourteenth Annual Utah Humanities Book Festival

Saturday, October 22nd, 2011  
The Salt Lake City Main Library,  
210 East 400 South, Salt Lake City, Utah

## Exhibitor and Bookseller Application

Deadline September 29, 2011

If payment is received:	Now-Sept. 1	Sept. 2-Sept. 29	Late (After Sept. 29)
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 Room of The City Library. Exhibitor space is limited – decisions on received and accepted applications will be made by October 3rd.**

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.

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**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:

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### FUNDS DUE:

Registration fee: \_\_\_\_\_ (see table at top of this page)

Total enclosed: \_\_\_\_\_ (registration fee plus lunches)

**THANK YOU!**

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### Exhibitor and Bookseller Application

Deadline September 30, 2010

**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 3rd.**

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.

Efren Corado, Book Festival Assistant  
Utah Humanities Council  
202 West 300 North  
Salt Lake City, UT 84103-1108

Please contact Efren at 801- 359-9670 or Corado@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 Urban Room 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 22<sup>nd</sup> and must be completed by 10:00 a.m.
- Take down will begin at 7:00 p.m. Saturday, October 22<sup>nd</sup> 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 7 p.m. on 10/22). 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. The Festival is not providing lunches this year.
- 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: \_\_\_\_\_

**THANK YOU!**

## 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](http://tax.utah.gov/special-event) or [specialevent@utah.gov](mailto: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 chooses to distribute packets. Please provide an address where we can mail the packet.