



Dear Author,

I am thrilled to report that the 2023 Shepherdstown Book Festival was quite successful! As it was the first year, we learned a lot and plan to utilize those learning experiences to strengthen the 2024 Festival.

If you tabled with us last year, you will recall we had a lot of regional authors in a fairly small space. Unfortunately, there aren't any alternatives for an indoor venue that is both affordable and in Shepherdstown. Therefore, we are offering only six foot tables in 2024 and we are capping the number of regional authors who can participate. While we are hesitant to turn anyone away, we just don't have the space to accommodate more than 40 tables. Additionally, we know some folks were disappointed to learn they were placed on the second floor. My conversations with authors indicated lots of people did go upstairs and the crowds were strong. Placement on the first floor will be open to those who register first, so do so quickly!

I know some authors wish to share tables. This year we will be charging an additional \$15 for each author who shares a table. So, if Joe reserves a table, it's \$50. If Joe and Sam reserve a table to both sell books, it's \$65 and so on. We believe this evens the playing field as many individual authors paid the full price, while others were able to split it.

We will also be investing more money in advertising in 2024. We were pleased to welcome over 300 people to the Regional Author Fair last year, but since it was our first year, we really had no idea what to expect. Now that we are up and running, we will be focusing more on crowd building this year.

With those updates in mind, I hope you'll consider joining us again.

Best regards,

H.S. Leigh Koonce (he/him), Founder & Organizing Director
Shepherdstown Book Festival

Shepherdstown Book Festival
2024 Regional Author Fair

- What:** A tabling opportunity for authors from WV, MD, VA, PA, and DC to rent space to sell and sign books.
- When:** Saturday September 21st, 2024 10 am until 5 pm.
(The overall Shepherdstown Book Festival runs from September 20th through the 22nd.)
- Where:** Shepherdstown Community Club
102 E. German St., Shepherdstown (both floors)
- How to participate:** Regional authors may reserve a six-foot table for \$50*.
- Deadlines:** Space is limited to 40 author tables and is available on a first come, first served basis. Apply early! All applications must be received by May 1st.
- Applicants will be notified within 10 days of receipt of application with approval of participation.

*Table sharing is permitted, but a \$15 fee is assessed for each additional author utilizing a table. For comfort purposes, we suggest not more than three authors present per table.

Shepherdstown Book Festival
2024 Regional Author Fair Vendor Application

Author's Name: _____

Address: _____

Telephone #: _____ E-mail: _____

Genre of Book: _____

Title(s) of Books: _____

If all spaces are reserved, do you wish to be placed on the waitlist in the event of cancellations? _____

If any additional authors will be sharing your table, please list their names, e-mail addresses, book genres, and book titles in the space below. The rental fee increases by \$15 for each additional author who shares a table. One author = \$50. Two authors sharing = \$65. Three authors sharing = \$80. And so on.

Please remit these two forms with a check for \$50 made out to "Shepherdstown Book Festival" and mail to: Shepherdstown Book Festival, 59 Swearingen Way, Shepherdstown, WV 25443.

To pay online, please e-mail ShepherdstownBookFestival@gmail.com and a PayPal link will be sent.

Author Table Rental Agreement

In exchange for the sum of \$50, which entitles me to one “author table” at the Shepherdstown Book Festival on September 21st, 2024, I agree to the following rules and regulations:

- 1.) I agree to set up my table between the hours of 8:00 am and 9:30 am on Saturday, September 21st and to disassemble my table between 5:00 pm and 7:00 pm on Saturday, September 21st. One table and two chairs will be provided at each space. Additional chairs are available upon request.
- 2.) I agree to not sell books by any of the featured Shepherdstown Book Festival authors at my table.
- 3.) I will not smoke, vape, or consume alcohol in the Community Club or on its grounds.
- 4.) I will not impede traffic to unload or load my car.
- 5.) I will confine my selling and any displays to my rented table.
- 6.) I will not affix anything to the walls of the Community Club.
- 7.) I will handle all of the accounting and sales of my books personally or through my representative at my table.
- 8.) I understand my table rental fee of \$50 is due at the time I submit this agreement and is refundable with written cancellation only until August 1st, 2024. After August 1st, 2024, the fee is non-refundable with or without cancellation.
- 9.) I understand space is on a first come, first served basis and the cut off to reserve a space is May 1st, 2024. A waitlist will be started at such time as all space is reserved and if I receive a table while on the waitlist, I agree to pay the \$50 rental fee within 72 hours of contact.
- 10.) I understand all applications must be approved by the Organizing Committee and I will be contacted within 10 business days of receipt of my application with confirmation of participation by the Organizing Committee.
- 11.) I understand my table rental is solely for my books. For any additional authors who wish to share my table, a \$15 per author fee will be assessed.

Printed Name

Signature