Guidelines and Application for Authors

CRITERIA FOR AUTHOR ACCEPTANCE
PAYSON BOOK FESTIVAL - JULY 21, 2018

1. This is a family-oriented event open to Arizona authors and publishers only.
2. Authors must have a physical product to sell. There is no limit to the number of titles offered for sale.
3. We recommend that authors selling their own books obtain a PayPal or Square reader to be able to process debit/credit card payments. Each author will be responsible for processing his/her own sales and for following all state and local policies regarding collecting and remitting sales tax.
4. Traditionally published and Self-published authors may arrange for sales of their books onsite by an independent book service. If interested in this option, contact **Gardner's Book Service at http://www.gbsbooks.com/** two months before the event.
5. Applications must be postmarked no later than April 30, 2018. Applications will be accepted on a first- come, first-served basis. Authors will be notified of acceptance by May 30, 2018.
6. Authors must provide an author photo (300 dpi, 300X300 jpg), their genre(s), electronic book cover, and a short biography of **100 words or less**.
7. Author must complete his/her own application and payment.
8. Full table (8-foot long) only is available. If you wish to share a table with another author, you can arrange your own table mate being sure the other author registers with this organization. Otherwise, the organizers will make table assignments. Where possible, you will be paired with someone in a different genre. (Table prices are on the application form.)
9. Two chairs will be supplied for each table. Exhibitors may bring their own table coverings. Advertising, signs and banners may only be placed on table tops **if they do not exceed 2 feet**, or taped to the front of the table. If assigned to a table against a wall, posters may be mounted there (without damage to the wall).
10. Festival hours are 9 a.m. to 3:30 p.m. Authors will be allowed to set up their tables at 7 a.m. and are **expected to stay until the close of the festival at 3:30 p.m**. Volunteers will be available to help so that there are no empty tables before closing.
11. Authors will cover all costs associated with travel, lodging, meals, shipping costs, sales, business licensing fees, tax remittance and any/all other costs associated with participating in the Payson Book Festival.
12. Authors are encouraged to donate one book for drawings to be held throughout the day. Please arrange to get the books to us early, so prize and drawing baskets can be assembled ahead of time.
13. Authors are encouraged to promote their participation via social media platforms and other marketing strategies.
14. Authors are encouraged to fill out Evaluation sheets (available in your author packet given to you Friday or Saturday morning) and turn them in at the end of the day. Boxes will be available at the registration table.

Please print and complete the following APPLICATION FOR AUTHOR EXHIBITS on-line or mail your completed application and check payable to Arizona Professional Writers (APW) to: Arizona Professional Writers, PO Box 1495, Payson, AZ 85547. Checks will be cashed upon acceptance. Email your author photo (300-dpi jpg), electronic book cover (jpg) and your 100-word or less bio to author@paysonbookfestival.org.

APPLICATION FOR AUTHOR EXHIBITS
PAYSON BOOK FESTIVAL - JULY 21, 2018

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

Web Site: _____

Type of Product	Title	Genre
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have additional products, continue listing on the back or attach a list.

TABLES: Check the type of table you prefer. Note: Tables are eight-feet long and at least 2 feet wide.

_____ $80 - full table inside _____ $40 - half table inside

For half tables, please check one:

_____ I am sharing a table with: _____

_____ I do not already have a table mate. Please assign one.

AUTHOR PRESENTATION:
Would you be willing to give a presentation? _____ Yes _____ No

Topic: _____

RELEASE OF LIABILITY: I agree to release Arizona Professional Writers and Mazatzal Hotel and Casino from any and all liability, claims and causes of action arising from my participation as an exhibitor at the Payson Book Festival on July 21, 2018.

Signature: _____ Date: _____

PHOTO/VIDEO RELEASE: I hereby grant permission to use photographs/videos provided by me or taken of me (my property, my minor children) at the Payson Book Festival on July 21, 2018 for publication in print, on the Web and in social media.

Signature: _____ Date: _____