



**Rockport Fulton Book Festival**  
**April 27-28, 2024 • Fulton, Texas**

**VENDOR EXHIBITOR APPLICATION**

Join the Rockport Fulton Book Festival (RFBF) as we celebrate our FIRST Festival to be held on the beautiful Texas coast in Fulton, Texas on April 27-28, 2024. The Rockport Fulton Book Festival connects authors, businesses, and readers for a fun, free, family-friendly event. The two-day Festival is free and open to the public, bringing books to life for all ages through author readings, activities, and signings. The Festival offers authors a great opportunity to showcase their books to a large, diverse audience of book enthusiasts.

**APPLICATION INSTRUCTIONS**

Due to limited space, we will require all vendor exhibitors to first send in an application to be reviewed by a selection committee. The committee will accept applicants on a rolling basis, and upon acceptance, applicants will be provided with a separate confirmation email welcoming you to the festival, providing you with further details about the festival, and will request your payment information. We do not accept cash as a form of payment. Note that you are not confirmed as an exhibitor until you receive confirmation from RFBF and we have received your deposit payment.

Due to the event being advertised as “family-friendly,” I'm sorry to say that erotica and horror genres will NOT be accepted, nor any vendor merchandise that expressly displays graphics or verbiage greater than PG and follow the guidelines for authors. All other authors: Covers must be PG. No bare-chested individuals, no vulgarity or cursing, no over-the-top violence pictured on marketing materials or covers.

**Friday, April 26th:**

Exhibitor booth set up will begin at 4pm. Authors and vendors will be allowed to set up until 7:30pm. Doors lock at 8pm.

**Saturday, April 27th:**

9am: Exhibitors will have one hour to set up prior to festival starting. All booth's must be set up by 10am.

10am: Festival doors open to public until 6pm.

**Sunday, April 28th:**

Festival opens to the public at 10am until 4pm.

Authors and vendors will have from 4pm-6pm to take down their booths and depart.

## EXHIBITOR BOOTH OPTIONS AND FEES

\$50.00: NON-REFUNDABLE DEPOSIT for confirmed vendors, due by February 28, 2024 (This will count towards your exhibitor booth fee)

\$200.00: Full Table (8ft rectangle) in a 10x10 space

\$10.00: Advertising Image on Projected Slideshow on Stage

The tables are 8ft rectangles within a 10x10 booth space. When you receive your confirmation email, there will be a non-refundable deposit of \$50 due by February 28, 2024, this is to hold your table. (This \$50 will count towards your booth fee.)

You can have a personal assistant (PA) and cover models. The first PA is free. For additional PAs and models, it will be \$30 each.

We will have a projected slideshow playing on loop throughout the two days of the festival on a large screen above the stage in the main conference room. This will feature our sponsors, authors, and exhibitors should you wish to supply a marketing image to us and pay an additional \$10.00.

With our facility we have a wonderful room that will be designated as the children's wing. This is not for exhibitor booths but will have various organizations/companies coming to provide activities for kids. There will be a reading corner set up should any children's authors wish to read their book or a chapter of their book aloud to kids who are in the room at that time slot. Your name will be scheduled in a specific time slot and on a schedule by the entrance to the children's wing. (This is an additional \$30 if you wish to sign up)

The remaining FULL BALANCE WILL BE DUE on or by March 15, 2024.

If space remains and you sign up after February 1, 2024, you will need to have your balance paid in FULL by March 15, 2024.

### **FULL TABLE Exhibitor Booth fee includes:**

- One 8' table with two chairs
- One identification sign in booth
- Name badges for author/vendor and assistants
- One exhibitor listing in Festival publication and on Festival website

**Cancellation Policy:** If you must cancel your reservation, an email must be sent to the Rockport Fulton Book Festival at [rbookfest@gmail.com](mailto:rbookfest@gmail.com) by March 31, 2024. You will not receive your \$50 deposit fee, but the remainder of your booth fee will be refunded. Any exhibitor who has not occupied the booth or table by 10:00 a.m. Saturday, April 27, 2024, forfeits the use of that space, no refund of any fees available.

**VENDOR INFORMATION:**

\*All vendors must fill this out.

Legal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Nature of Business: Please be specific so we know how to place you when assigning tables:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PayPal Email Address: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Business Name to appear on booth sign:

\_\_\_\_\_

If you have an assistant or model coming with you, please provide their name below for their badge:

\_\_\_\_\_

**AGREEMENT:** By executing this application, I acknowledge receipt of and agree to be bound by the terms and conditions set forth in this application and in the Rockport Fulton Book Festival Exhibitor Booth Terms and Conditions on behalf of myself and all parties working in my booth. Upon receipt of your application, the review committee will determine acceptance of your application and upon approval will notify you by email with instructions on how to make your full payment. The Rockport Fulton Book Festival reserves the right to cancel your participation in the festival and provide a refund. The Rockport Fulton Book Festival does not accept any responsibility for any expenses incurred in the planning of your participation in the festival if your participation is cancelled or rejected.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION SUBMISSION OPTIONS: MAIL.** Mail completed application and copy of Texas Sales Tax Permit to: Rockport Fulton Book Festival, c/o Katharine Pfeil, PO BOX 482, Rockport, TX 78381. **E-MAIL.** Scan and e-mail completed application and copy of Texas Sales Tax Permit [rbookfest@gmail.com](mailto:rbookfest@gmail.com)

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## 2024 ROCKPORT FULTON BOOK FESTIVAL INFORMATION & REGULATIONS

RFBF (Rockport Fulton Book Festival) has selected **Fulton Convention Center (Paws and Taws)** as our venue. The large space will allow us to spread out over 10,000 square feet and share our books with a wide audience. There will be a designated hospitality room for authors, exhibitors, and those accompanying them. You will receive badges at your table upon arrival. Only staff and exhibitors with a badge may access the hospitality room. There will be food catered throughout the two days, drinks, snacks, and a small space to sit and relax if you need to take a breather for a few minutes.

Coffee and water will also be available throughout the festival as well.  
NO ALCOHOLIC BEVERAGES are allowed at the conference center.

### Agreement to Conditions

Each exhibitor, for itself and its employees (personal assistants, cover models, any person representing exhibitor, agrees to abide by these terms and conditions and agrees that the sole and final authority over the event shall belong to RFBF unless in case of emergency circumstances requiring first responders and law enforcement intervention.

### Registrations and Eligibility

Application for booth space **must** be made solely through the 2024 Exhibitor Application. Payment must be submitted prior to the deadline set by RFBF. RFBF reserves the right to determine the eligibility of any exhibitor booth for inclusion in the Festival. The acceptance of a booth does not carry RFBF's endorsement of the exhibitor's books/merchandise. RFBF reserves the absolute right to require the modification or removal of any exhibit that, in RFBF's sole and unreviewable discretion, is not in character with the event.

### Care of Exhibit Space

RFBF will arrange for cleaning of aisles and removal of trash from large receptacles at the end of each day. The exhibitor will keep their booth in a neat and professional manner and appearance. Handwritten signs are not permitted. Overflowing trash should not be visible within your booth. Fire Department safety regulations require that aisles be kept clear of furnishings and equipment at all times. Decorations, signs, banners, etc. may not be fastened to walls, windows, and other structures of building. No tape is allowed on the floor. The Exhibit area is a non-smoking premise. No possession or consumption of alcohol is allowed on Festival grounds. Exhibitors must remain within their booth. Models or Assistants cannot roam the festival center to hand out leaflets or advertise their author in front of other exhibitors. They must remain near the booth they accompany.

### Helium Balloons

Due to safety issues created with the use of helium tanks, and in respect to our oceans and wildlife, helium balloons are not allowed at the Festival.

### Dogs/Pets

No dogs or pets allowed, unless a Service Animal. Please notify RFBF if you will have a service animal accompanying you. Owners accept full responsibility for the safety of their animal and all visitors.

### **Operating and Vacating Hours**

Each exhibitor will maintain and operate their booth from 10 a.m. to 6 p.m. on Saturday, April 27, 2024 and 10 a.m. to 4 p.m. on Sunday, April 28, 2024. The exhibitor will remove all contents of booths no earlier than 4 p.m. and no later than 6 p.m. on Sunday, April 28, except for boxed materials to be shipped at the exhibitor's cost arranged prior to the Festival. Any exhibitor who has not occupied the booth or table by 10:00 a.m. Saturday, April 27, 2024 forfeits the use of that space, no refund available.

### **Assignment of Space**

Booth assignments will be made in RFBF's sole and unreviewable discretion, taking into consideration the date an application and payment are received, the amount of space available, diversity of exhibitor booth categories, and special needs and compatibility of exhibitors. RFBF reserves the absolute right, in accordance with its sole and unreviewable discretion, to arrange the floor plan and locate the assigned space for booths.

### **Subletting of Space**

The exhibitor shall not assign or sublet any space allotted to the exhibitor and shall not advertise or display goods other than those sold by such exhibitor in the regular course of its business. The space assigned to the vendor is for his/her own exclusive use and may be used only for the display and sale of his/her books, book-related merchandise or business.

### **Liability**

The exhibitor assumes the risk of loss and all liability for any damages or expenses arising from exhibitor's occupancy and use of the exhibition premises, or any part thereof, for any reason. The exhibitor shall at all times protect, indemnify, save, and keep harmless RFBF from any damage, liability or expense arising from or out of any loss or injury to any property or person, including the exhibitor, its agents, sponsors, employees, and business invitees, which arise from or out of or by reason of the exhibitor's occupancy and use of the exhibition premises or any part thereof. The exhibitor is encouraged to insure itself against property loss or damage and against liability for personal injury at its own expense. The Rockport Fulton Book Festival is not responsible for items left behind at the Festival. All items left behind will be disposed of at 9:00 p.m., Sunday, April 28, 2024.

### **Security**

The RFBF will lock all doors to the convention center at the end of the Festival day. You may leave your booth set up, if you wish. But the furnishing of this locked security shall not be deemed to imply any liability or acceptance of responsibility on the part of RFBF, its volunteers, or representatives, or to modify in any way the assumption of risk and release provided for above. All property of the exhibitor will remain under the exhibitor's custody and control at all times.

**Sales Tax:** If sales or orders are taken at your booth, a Texas Sales Tax Permit is required. The permit can be obtained free of charge by calling the Comptroller's Office at 800-252-5555 or by contacting them in writing at 1711 San Jacinto Blvd., Suite 180, Austin, Texas 78701-1416, (512) 463-4865.