



**2017 AUTHOR APPLICATION,  
TERMS & CONDITIONS**

**Event: April 29, 2017**

**Application Deadline:  
March 31, 2017**

**Author Name** \_\_\_\_\_

**Pen Name** \_\_\_\_\_

**Author Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**Published Works to be Displayed/Sold**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Publisher Address**

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to provide your own books for purchase and book signing? **YES**\_\_ **NO**\_\_

***Author Terms & Conditions***

**Location and Setup.** The WV Book Faire will be held in Downtown Martinsburg, WV in conjunction with the Chocolate Fest. There will be participating shops/locations available for book signings. Each author will be assigned their location and set up will begin at 9 am on Saturday, April 29, 2017. All set up must be completed by 9:45 am.

**Book Faire Hours.** Each author table must be open and staffed during advertised WV Book Faire hours, 10 to 4 pm on Saturday, April 29, 2017.

**Signage.** The WV Book Faire Committee will provide the author with site signage. Directional signs and attendee guides will also be provided by the Committee. The signs shall remain the property of the WV Book Faire and should be returned at the conclusion of the event.

**Condition of Exhibit.** Authors will be provided one 3'x6' table with cloth and chairs. Authors agree to be on site and available to sign books and participate in media interviews on April 25 from 10 am to 4 pm. The table may be staffed by author designee only if author is otherwise occupied with Book Faire related activities. The WV Book Faire Committee shall have the sole discretion to reject authors whose work is not suitable for inclusion in the Book Faire. Authors will be notified of the Committee's decision by April 3, 2017.

**Withdrawal from Book Faire.** Authors wishing to withdraw from the WV Book Faire for any reason other than rejection by the WV Book Faire Committee must provide written notice to BF Committee no later than April 10, 2017. Authors withdrawing after April 18 will forfeit fees already paid for participation in the WV Book Faire.

**Indemnification Agreement.** The author agrees to indemnify the WV Book Faire Committee and the space where exhibit is located and hold the same harmless from any and all claims for damages caused to any person or property arising directly or indirectly from any act of commission or omission of the WV Book Faire Committee, their agents or instrumentalities, and from or against any and all cost, expense, and liability incurred as a result of any proceeding brought thereon. These groups shall not be liable for any loss whatsoever due to error(s) related to advertising, promotion or presentation of an authors exhibit.

**Site Inspection.** The Committee reserves the absolute right of approval for all entries and reserves the right (for cause) of disapproval for any WV Book Faire author exhibit.

**Cancellation of WV Book Faire.** If for any reason it becomes necessary for the Committee to cancel the WV Book Faire, author hereby specifically waives any claim for damages. Author exhibit fees will be refunded if the WV Book Faire is cancelled.

**Acceptance:** Completion of this application does not guarantee acceptance as a WV Book Faire author. Authors will be notified, in writing and by email by April 3, 2017 if they are accepted to participate. Authors not accepted, will have their payment returned and are invited to apply for future WV Book Faire events, as space constraints will govern some WV Book Faire Committee acceptance decisions.

**Author Exhibit Fee:** \$25.00 includes the City of Martinsburg's vendor fee. Make checks payable to Main Street Martinsburg. Payment due with application before March 31, 2017.

*By signing below, author agrees to the terms and conditions herein. This contract is not valid until accepted by the WV Book Faire Committee. Authors will be notified of the Committee's decision by April 3, 2017.*

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Signature of Author

Date

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Signature of BF Committee Member

Date

**Return application and payment to:**  
**Main Street Martinsburg**  
**WV Book Faire Committee**  
142 N. Queen St. ~ Martinsburg, WV 25401  
Fax (304) 262-3870 ~ Call (304) 262-4200 with questions.