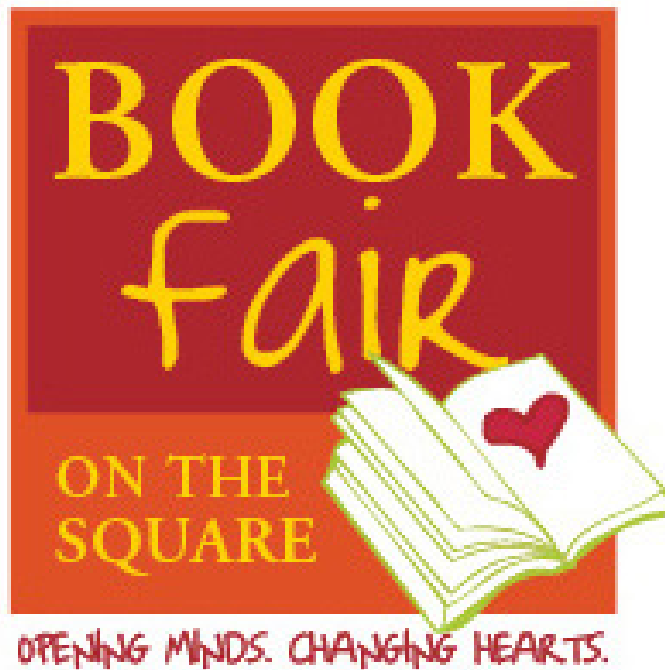


**Book Fair on the Square  
Vendor/Exhibitor Application Package**



**Marietta, Georgia  
October 3-4, 2008**

## **Call for Vendors/Exhibitors**

The Book Fair on the Square welcomes you to join in the literary festivities on October 4, 2008. Thousands are expected to attend the public event on the historic downtown Marietta Square (Glover Park) on Saturday, October 4. Activities will include author signings and lectures, children's activities, live music, storytellers, art show, and much more.

# **Book Fair on the Square Vendor/Exhibitor Application Package**

## **Book Fair on the Square Vendor/Exhibitor Space Terms of Contract**

The Book Fair on the Square will be held October 3-4, 2008. A ticketed dinner event will be held on Friday evening, October 3. ***Vendors/exhibitors are invited to participate on Saturday, October 4, on the historic Marietta Square (Glover Park) in downtown Marietta, Georgia.***

- The Book Fair on the Square will be held rain or shine, and refunds are not issued for inclement weather.
- Full payment is due with the completed application form. Payment is non-refundable. Vendor/exhibitor fee is \$100 for a 10 ft. x 10 ft. space.
- Vendors/exhibitors are responsible for providing their own table(s), chair(s), display boards, and tent (if desired). Do not tape, tack, or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property. No ground stakes are permitted to secure tents or canopies.
- Vendor/exhibitor set up may begin on Saturday, October 4, at 7:30 a.m. All booths must be set up and fully operational by 9:30 a.m. and remain open until 5:00 p.m. No vendors/exhibitors will be admitted for setup after 9:30 a.m. on Saturday, October 4.
- Reservations for vendor/exhibitor space are made on a first-come, first-served basis. Vendors/exhibitors will receive placement confirmation upon acceptance.
- Each vendor/exhibitor is responsible for keeping vendor/exhibitor space clean and for clean up of space at the end of the day. When vacated, booth space must be left clear of paper, packing materials, or other refuse. Do not discard cartons or packing materials anywhere downtown or in the Book Fair on the Square area. These items must be stored in your vehicle and taken with you upon departure.
- Storage of materials during the Book Fair on the Square must be confined to the area assigned to vendor/exhibitor. Plan for storage within your area when designing the configuration of your booth area.
- Each vendor/exhibitor is responsible for collecting Georgia Sales tax.
- Sub-letting of booth space is not allowed.
- Gas powered generators are prohibited.
- No sound equipment or radios of any kind are permitted.
- Pets are not allowed in the exhibit/booth area.

**(Terms of Contract are continued on page 3)**

# Book Fair on the Square Vendor/Exhibitor Application Packet

## Terms of Contract (continued from page 2)

- The Book Fair on the Square does not promise exclusivity of any vendor/exhibitor. We cannot guarantee another vendor/exhibitor will not offer the same types of products as another vendor/exhibitor.
- Cooking is not allowed in the Square (Glover Park). Food vendors are responsible for contacting Cobb County Environmental Health Department at (770) 514-2323 at least 2 weeks prior to the event to obtain a temporary food service permit for Cobb County.
- Alcoholic beverages are prohibited.
- An information packet will follow with set-up instructions, locations, map, etc.
- The Book Fair on the Square reserves the right to reject any application at its sole discretion.
- Visit the Book Fair on the Square official website at [www.bookfaironthesquare.com](http://www.bookfaironthesquare.com) for more information about the event.

## Questions? Please contact:

Deborah Fields  
Cobb County Community Services Board  
3830 South Cobb Drive, Suite 300  
Smyrna, Georgia 30080

Phone: (770) 429-5036  
Fax: (770) 438-5136  
[dfields@cobbcsb.com](mailto:dfields@cobbcsb.com)

# **Book Fair on the Square Vendor/Exhibitor Application Package**

## **Vendor/Exhibitor Space Information**

**Date of Event:** October 4, 2008  
**Location:** Marietta Square (Glover Park)

**Vendor booth/tents will be open:** *Saturday, October 4, 2008 (10 a.m. – 5:00 p.m.)*

**Vendor fee will include the following:**

- 10 ft. x 10 ft. space (Special arrangements may be made for multiple spaces)

Contact Deborah Fields for questions concerning multiple spaces, or information on local tent suppliers at (770) 429-5036 or email her at [dfields@cobbcsb.com](mailto:dfields@cobbcsb.com).

Applications for vendor space will be accepted only as long as space permits.

The Cobb County Community Services Board/Center for Community Based Partnerships, Inc. reserves the right to refuse participation by any company or organization at its sole discretion.

\*\*\*Make checks payable to **Center for Community Based Partnerships, Inc.**

**Send completed and signed application with check or credit card information to:**

Deborah Fields  
Cobb County Community Services Board  
3830 South Cobb Drive, Suite 300  
Smyrna, Georgia 30080

# Book Fair on the Square Vendor/Exhibitor Application Package

## Vendor/Exhibitor Application

By submitting application, vendor/exhibitor indicates that he/she has read Terms of Contract and accepts the full terms of this contract.

### Vendor/Exhibitor Information

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Type of business or product: \_\_\_\_\_

Please describe your business or product:

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Describe in detail how you will use the vendor/exhibitor space:

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### Space Information

I am requesting the following:

Requested	Fee	Quantity	Total Cost
10 ft. x 10 ft. space	\$100 X	_____ =	\$_____
<b>Total Enclosed =</b>			<b>\$_____</b>

# Book Fair on the Square Vendor/Exhibitor Application Package

## Payment Information

\_\_\_ Check (made payable to **Center for Community Based Partnerships, Inc.**)

\_\_\_ Credit Card (pick one only)      \_\_\_ Visa      \_\_\_ MasterCard

Card Number: \_\_\_\_\_

Expiration Date:      \_\_\_ Month      \_\_\_ Year

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

Print name on card: \_\_\_\_\_

Credit Card Signature: \_\_\_\_\_

## Vendor/Exhibitor Application Contract

### INDEMNITY AGREEMENT

The Vendor/Exhibitor will indemnify and save harmless the Cobb County Community Services Board/Center for Community Based Partnerships, Inc. and the Event Coordinator from and against all claims, damages, actions, judgments, decrees, penalties, and/or liability and expenses in connection with loss of life, bodily and /or personal injury, and/or damaged property arising out of or from the use and occupancy by the Vendor/Exhibitor of the premises or any part thereof. The Vendor/Exhibitor also agrees to hold the Cobb County Community Services Board/Center for Community Based Partnerships, Inc. and the Event Coordinator harmless and not responsible whatsoever for loss, theft, burglary, robbery and damage to property of any kind, including equipment, supplies, merchandise, exhibits, etc. of the Vendor/Exhibitor or any of its agents, invitees, etc.

A signed application constitutes a contract to follow all Book Fair on the Square vendor/exhibitor Terms of Contract and any guidelines set forth in this application package and is a commitment to participate personally if accepted. Violations of Terms of Contract prior to, during or at the end of the event will result in loss of vendor/exhibitor space, without refund, and the Vendor/Exhibitor will not be permitted to participate in future Book Fair on the Square events. Your signature below certifies that you understand and accept all Terms of Contract and any guidelines stated throughout this application package.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

## **Book Fair on the Square Vendor/Exhibitor Application Packet**

**Mail completed and signed application (pages 5-6 of this packet) with payment to:**

Deborah Fields  
Cobb County Community Services Board  
3830 South Cobb Drive, Suite 300  
Smyrna, Georgia 30080

If you have questions, please contact Deborah Fields at (770)429-5036 or [dfields@cobbcsb.com](mailto:dfields@cobbcsb.com).