

**EXHIBITOR APPLICATION AND CONTRACT**

Company/Organization\* \_\_\_\_\_

Contact Person\* \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

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

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State / Province / Region \_\_\_\_\_

ZIP / Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Phone \_\_\_\_\_

Select Category\*

- Publisher \_\_\_\_\_
- National Book Store Chain \_\_\_\_\_
- Independent Bookstore \_\_\_\_\_
- University Press \_\_\_\_\_
- Non-profit Organization \_\_\_\_\_
- Other \_\_\_\_\_

Company Name(s) to appear on booth/table sign\* \_\_\_\_\_

*Please make check payable to: **Friends of Oklahoma Center for the Book***

Mail your check to:

Oklahoma Book Festival  
c/o Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street  
Oklahoma City, OK 73105

Write **Book Fest Exhibitor** on the memo line.

## **Important Exhibitor Information and Contract**

### **Care of Exhibit Space**

The exhibitor will keep its booth space in good, safe, and working order. Exhibitors shall not place anything in the aisles during exhibit open hours. Decorations, signs, banners, etc. may not be fastened to tents and other structures. The Exhibit area is a non-smoking area; smoking is NOT allowed in any exhibitor tents, or within 15' of any OBF tents or structures. No possession or consumption of alcohol is allowed on Festival grounds.

### **Helium Balloons**

Due to safety issues created with the use of helium tanks, helium balloons are not allowed at the Festival.

### **Dogs**

Dogs and other pets that are part of a display must be fully vaccinated. Owners accept full responsibility for safety.

### **Operating and Vacating Hours**

The exhibitor booth will be open to the public from 9:00 a.m. to 5 p.m. on September 21, 2019. The exhibitor will remove all contents of booths no earlier than 5 p.m. and no later than 6 p.m. on September 21, 2019. The exhibitor agrees that no Festival titles shall be sold. Other titles by Festival authors are permitted. Any exhibitor who has not occupied the booth or table space by 9:00 a.m. September 21, 2019 forfeits the use of that space, with no refund available.

### **Subletting of Space**

The exhibitor shall not assign or sublet any space allotted to it 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 exhibitor is for its own exclusive use and may be used only for the display and sale of its goods and services.

### **Booth Sharing Policy**

Booth sharing is not permitted.

### **Cancellation and Refund Policy**

All cancellations must be made in writing to OBF. A 50% refund will be given through August 15, 2019. No cancellations or refunds after August 15, 2019. The Oklahoma Book Festival will take place rain or shine. Refunds will not be issued due to inclement weather.

### **Liability**

The exhibitor assumes the risk of loss and all liability for any damages, liability, or expenses, arising from, out of or by reason of the exhibitor's occupancy and use of the exhibition premises, or any part thereof. The exhibitor shall at all times protect, indemnify, save, and keep harmless OBF 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 Oklahoma Book Festival is not responsible for items left behind at the Festival. All items left behind will be discarded.

**Security**

OBF will furnish security during the festival hours of 9:00 am to 5:00 pm, but the furnishing of security shall not be deemed to imply any liability or acceptance of responsibility on the part of OBF, 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. All containers, packages, and vehicles are subject to inspection.

**Sales Tax**

If sales or orders are taken at your booth, an Oklahoma Sales Tax Permit is required.

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

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