

“LBF” shall mean the Louisiana Library and Book Festival Foundation, a Louisiana nonprofit corporation, and the Louisiana Book Festival that the Louisiana Library and Book Festival Foundation will conduct in Baton Rouge, Louisiana. LBF shall have the power to interpret and enforce these terms and conditions governing exhibitors, hereinafter referred to as “exhibitor(s).” All matters not covered by these terms and conditions shall be subject to the final judgment and decision of LBF. The Exhibitor Agreement (Exhibitor Terms & Conditions and registration form), when properly executed, shall be a binding agreement between the two parties. Each exhibitor, for itself and its employees, agrees to abide by these terms and conditions and agrees that the sole control of the event rests with LBF.

Please note: Authors who participate as exhibitors are distinct from authors who are invited to participate in the festival as featured authors. If you participate as an exhibitor, your location and listing will be in the exhibitor section.

## APPLICATIONS AND ELIGIBILITY

Exhibitors’ merchandise or service must be literature-related; LBF reserves the right to determine the eligibility of any exhibit for inclusion in the festival. The granting of space does not convey LBF’s endorsement of the exhibitor’s books, merchandise, or service. LBF reserves the right to require the modification or removal of any exhibit that, in its opinion, is not in character with the festival. Application for space must be made on the appropriate exhibitor agreement. Nonprofit applicants agree to provide LBF with proof of nonprofit status (501(C)3 status certificate) with completed registration form. Assignments of space will be made on a first-come, first-served basis, taking into consideration the date the registration form and payment are received, the amount of space requested, and any special needs. No space is reserved prior to payment being received. **LBF reserves the right to rearrange floor plans and reallocate space as needed.** LBF will provide space and equipment as specified in the duly executed exhibitor agreement.

## REGISTRATION PERIODS

Registration is broken into three time periods: Early, Standard, and Late. **FINAL DEADLINE FOR REGISTRATION FORM ACCEPTANCE IS RECEIPT/POSTMARK NO LATER THAN 5:00pm ON LAST DAY OF LATE REGISTRATION.** Payment policy stated below; fees detailed in registration forms.

EARLY	June 18-30
STANDARD	July 1 – September 30
LATE	October 1-14

## DESCRIPTION OF SPACE AND AMENITIES AVAILABLE

<p><b>BOOTH</b> inside Exhibitor Tent</p>	<ul style="list-style-type: none"> <li>• 10’W x 10’D space with draperies on pipes for 8’H back walls and 33” side rails</li> <li>• One 8’ draped table, two chairs, wastebasket</li> <li>• Name identification sign</li> <li>• One exhibitor listing on festival website</li> <li>• One exhibitor listing in festival program (Early &amp; Standard Registration only)</li> <li>• Electricity, additional chairs and tables available for a fee</li> <li>• Free wireless Internet access available</li> </ul>
<p><b>MINI-BOOTH</b> inside Exhibitor Tent</p>	<ul style="list-style-type: none"> <li>• 8’W x 6’D space with draperies on pipes for 8’H back walls and 33” side rails</li> <li>• One 6’ draped table, two chairs, wastebasket</li> <li>• Name identification sign</li> <li>• One exhibitor listing on festival website</li> <li>• One exhibitor listing in festival program (Early &amp; Standard Registration only)</li> <li>• Electricity, additional chairs and tables available for a fee</li> <li>• Free wireless Internet access available</li> </ul>
<p><b>EXHIBITORS’ ROW</b> on West Capitol walkway</p>	<ul style="list-style-type: none"> <li>• One 6’ draped table, two chairs, wastebasket</li> <li>• Name identification sign</li> <li>• One exhibitor listing on festival website</li> <li>• One exhibitor listing in festival program (Early &amp; Standard Registration only)</li> <li>• Additional chairs available for a fee</li> <li>• Exhibitor may <u>not</u> bring own pop-up or canopy tent</li> </ul>

## OPERATING AND VACATING HOURS

Exhibitor agrees to maintain and operate space between the official opening and closing hours of the festival as posted on the official festival website. Exhibitor agrees that it will register between **7:00 and 9:00 a.m.** on the day of the festival and that LBF cannot guarantee availability of space if exhibitor has not registered or directly contacted the Exhibits Coordinator by 9:00 a.m. Exhibitor agrees that it will maintain and operate space until at least 4:00 p.m. and no later than 6:00 p.m. that same day. Upon vacating its space, exhibitor will completely clear contents from space. If space is vacated prior to 4:00 p.m., LBF reserves the right to refuse space to that exhibitor at future festivals.

## CARE AND USE OF EXHIBIT SPACE

LBF will arrange for cleaning of aisles/walkways and removal of trash throughout the day; exhibitors may not place anything in aisles/walkways during festival operating hours. Exhibitor agrees to keep its space in good order. Exhibitor may not assign or sublet any space allotted to it and may not advertise or display goods other than those sold by it in the regular course of 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 or services.

## PAYMENT POLICY

Payment should accompany signed Exhibitor Registration form. To keep data secure, please include credit card information on form, do not send separately within body of email. If faxing, confirm receipt of fax by email; do not rely on your own printed fax confirmation. **TO GUARANTEE INCLUSION IN PRINTED PROGRAM, COMPLETED REGISTRATION FORM AND FULL PAYMENT MUST BE RECEIVED NO LATER THAN END OF STANDARD REGISTRATION.** No one will be allowed to exhibit unless exhibitor fee is paid in full.

## CANCELLATIONS AND REFUNDS

- Cancellation must be made **IN WRITING** to LBF, to [lbfexhibitor@state.lib.la.us](mailto:lbfexhibitor@state.lib.la.us) or to fax number 225.219.9840.
- Cancellation must be **received by 5:00 p.m. the Friday three weeks before the date of the festival** for payment refund, less a fee of \$20 for an Exhibitors' Row space, \$40 for a Mini-booth space, or \$60 for a Booth space.
- Exhibitor agrees there will be **NO REFUND OR CREDIT** in the event of poor weather or other unfavorable conditions that result in lower than anticipated attendance but do not cause cancellation of the festival **or if it cancels after the given deadline or clears its space early on festival day.**

## FESTIVAL CANCELLATION

In the case of severe weather or other extreme conditions, LBF, at its sole discretion, may opt to cancel the festival. Notice of such cancellation will be communicated to all participants using the contact information provided on the registration form. If the entire festival is cancelled, LBF will refund any payments. If LBF decides to close the festival early, there will be no refunds or credits.

## BOOK AND/OR MERCHANDISE SALES

Each exhibitor agrees that any and all books written by featured Louisiana Book Festival authors will only be sold at full retail price. The sale prices of other books or merchandise are at the exhibitor's discretion.

## SALES TAX

**All exhibitors offering any items for sale must register for a Louisiana sales tax account number, even if you are from out of state.** Consult the LBF Exhibitor Information web page for information; questions must be directed to the Department of Revenue, not the exhibits coordinator. All exhibitors offering any items for sale must complete a tax form (included in registration packet) and return it to the City of Baton Rouge. The City of Baton Rouge may send agents to collect sales tax. City taxes are 5% and state taxes are 4%.

## SECURITY

LBF will furnish watchmen on a 24-hour basis. Furnishing of said watchmen shall neither be deemed to imply any liability on the part of LBF, its volunteers or representatives, nor to modify in any way the assumption of risk and release provided for below. All property of exhibitor will remain under exhibitor's custody and control at all times.

## DISCLAIMER

The exhibitor agrees to indemnify and hold harmless LBF and its affiliates, officers, members, and agents from any damage, liability, or expense arising or incurred from any loss or injury to any property or person, including the exhibitor, its agents, employees, and business invitees, which arise from or by reason of the exhibitor's occupancy and use of the exhibition premises or a 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 Louisiana Library and Book Festival Foundation (LBF) will rent event space as selected below. By executing this form, the undersigned agrees to occupy this space at the Louisiana Book Festival and acknowledges receipt of and agrees to be bound by the terms and conditions set forth in this form and in the LBF Exhibitor Terms & Conditions.

**INFORMATION**

PRINT wording for sign, program, and website:

PRINT description of your goods/services in ≤30 words for program and website (subject to editing):

Contact name:

Authorized signature:

Mailing address:

City

State

Zip

Email address:

Telephone number:

Website/URL:

EXHIBITORS' ROW PACKAGE includes 6' skirted table, two chairs, sign, and wastebasket. Registration must be RECEIVED OR POSTMARKED along with full payment within the stated registration period in order to receive the corresponding price listed below.

**CALCULATE AMOUNT OWED**

	Price	Qty	Total
Exhibitors' Row pkg.			
Additional chair, each			
<b>Total Amount Owed:</b>			<input type="text"/>

**PAYMENT**

CHECK / MONEY ORDER

payable to: Louisiana Library and Book Festival Foundation

CREDIT CARD

Circle one: VISA / MASTERCARD / DISCOVER

Card#:

Billing zip code:

Exp.:

3-digit Security Code:

**MAIL, EMAIL, OR FAX**

LBF Exhibits Coordinator  
State Library of Louisiana  
701 N. 4<sup>th</sup> Street  
Baton Rouge, LA 70802

[lbfexhibitor@state.lib.la.us](mailto:lbfexhibitor@state.lib.la.us)

Fax: 225 219 9840

**PLEASE NOTE:**  
Space is not reserved until  
full payment is received.