



September 26, 2026

10:00 a.m to 2 p.m.

The Harrington Public Library
101 Little Masten's Corner Road,
Harrington DE

FRIENDS OF THE LIBRARY BOOK FEST APPLICATION

Contact: Michelle or Deborea @ Harrington.friends@lib.de.us

FACT SHEET

Interpretation of these guidelines is at the discretion of the Friends of the Library Book Fest Planning Committee

Event Description

The Friends of the Library Book Fest connects authors, poets, publishers, and readers through experiences that celebrate the culture of literacy, ideas, and imagination. This indoor event features authors of local and regional acclaim, literary exhibitors, book sales, children's activities and more. The Fest runs from 10:00 a.m. to 2:00 p.m.

Eligible Vendors

Vendor selection will be made by the Friends of the Library Book Fest Planning Committee.

Application & Notification Process

Table Prices for one 5 ft table:

*Author, Publisher	\$50.00	Organization, Club, Non-Profit (selling)	\$35.00
Vendor	\$50.00	Organization, Club, Non-Profit (not selling)	Free

The application deadline is July 1, 2026.

Applications received after the application deadline date will be considered only if space is available and include the \$25 late fee.

**Authors who plan to have a table buddy, the registration fee is \$25 per person. Table buddies are defined as 2 authors pairing themselves up to share one table. You must do your own matching for table buddies; we will NOT pair you. If you are a table buddy your registration will not be considered complete until payment has been received for BOTH authors.*

All applications *postmarked or emailed* after July 1, 2026 must include a \$25 late fee; late applications that do not include the fee will not be accepted. Applications postmarked or emailed after August 1, 2026 will not be considered.

Applicants will receive a confirmation email upon receipt of application with payment. Acceptance will be dependent upon eligibility and space availability. Applicants who are not accepted will be issued a full refund.

Space and Equipment

Exhibitors are provided with a 5-ft rectangular table, table covering, and two chairs. Vendors are responsible for providing signage and all other materials needed for an attractive booth space and must operate only within their assigned space. Free Wi-Fi is available but may be unreliable. Electricity and water are not available, and generators are not permitted. Vendors are required to take their trash to the trash receptacle or with them at the end of the event.

Arrival, Set-Up & Breakdown

Accepted vendors are expected to be in attendance for the entirety of the fest.

Arrival and Set-Up will take place between 7:00 a.m. – 9:00 a.m. Unloading areas will be as close as possible to the assigned booth space; however, some walking will be required. Vendors will not impede traffic to unload or load their car.

Breakdown may begin no earlier than 2:00 p.m. Vehicles will be allowed back into the festival area beginning at 2:30 p.m. Event staff will not be available to help with set up or breakdown. Please plan accordingly.

Social Media Presence

Your presence on social media is important during the advertising effort. We also ask that you share and comment on the Friends of the Harrington Library Book Fest social media. This way we can reach out to your followers and broaden the reach of the advertising. Please remember the more people we get to attend the better it is for everyone. “Share” the positives of fellow authors and they will “share” you.

Parking

All vendors will receive a parking pass for one vehicle to park in a nearby lot.

Photos

Photographs submitted with this application may be used to promote the festival. Also, photographs taken during the event may be used by the Friends of the Library Book Fest for promotional purposes.

Rain Policy/Cancellation/Refund

This is an indoor event. If the Friends of the Library Book Fest Planning Committee cancel the event due to public safety concerns, a refund will be given. Otherwise, there will be no refunds.

Anti-Harassment Policy

The Friends of the Library Book Fest is committed to providing a safe and welcoming environment for everyone, in which all individuals are accepted and are treated with respect and dignity, and which is free from harassment of all kinds. The Friends expect all vendors, sponsors, volunteers, and participants of any kind to treat each other and the public with courtesy and respect. The Friends have adopted a zero-tolerance policy against any level of harassment by program participants of any type.

FESTIVAL REGULATIONS

1. I understand vendors are required to arrive, set up and break down at the times and locations designated in the vendor documents, communicated via email prior to the Fest.
2. I understand vendors are required to notify Fest organizers in advance if they are unable to attend the event. No refunds will be made.
3. I understand I will confine my selling and any displays to my rented table.
4. I understand I will not affix anything to the walls of the venue space.
5. I understand I will handle all the accounting and sales of my books personally or through my representative at my table.
6. I understand my table rental is due at the time I submit this agreement.
7. I understand space is on a first come, first served basis and the cut off to reserve a space is July 1, 2026. A waitlist will be started at such a time as all space is reserved. If I receive a table while on the waitlist, I agree to pay the rental fee within 72 hours of contact.
8. I understand all applications must be approved by the Planning Committee and I will be contacted when my application is received and confirmation of participation by the Planning Committee is approved.
9. I understand no food items or drinks may be sold by any vendor except for Fest-approved food vendors.
10. I understand unauthorized alcoholic beverages, pets (except for service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile), fireworks (including sparklers), and smoking and/or vaping are prohibited on Fest grounds.
11. I understand Fest organizers reserve the right to relocate or remove any vendor who does not comply with the Fest regulations, is uncooperative with event staff, or is disruptive to the Fest. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
12. I understand Fest staff members reserve the right to deem a vendor ineligible for participation in future events if a vendor does not comply with the Fest regulations, is uncooperative with event staff, or is disruptive to the Fest.

PLEASE COMPLETE AND SUBMIT PAGES 3 & 4 WITH PAYMENT

- Application must be complete and include full payment to be considered. Please be sure to include signature/payment pages when submitting your application.
- Submitting an application with payment does not guarantee acceptance.
- All applications **postmarked or emailed after July 1, 2026 must include the \$25 late fee.**
- Late applications that do not include the late fee will not be considered.
- Applications **postmarked or emailed after August 1, 2026 will not be accepted.**

VENDOR CATEGORY:

- Author Vendor Organization or Club
 Publisher Nonprofit

Are you: Children Oriented Adult Oriented Family Oriented

I Plan To: (Check all that apply)

- Sell a product Hand out info Pass out giveaways
 Offer an activity or special promotion (please describe):

If selling a product, please describe the item(s) you will be selling:

All Applicants

I certify that I have read and fully understand and agree to comply with the Friends of the Library Book Fest Fact Sheet and that the Regulations contained in the application, and that the information I have provided in this application is true. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application.

As a participant of the Friends of the Library Book Fest, I agree that I, or any one entitled to act on behalf, together with the organization I represent (if any), hereby waive and release the organizers of the fest, from all claims and liabilities of any kind arising out of my participation in the Fest, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

By signing this application, I authorize my check (if applicable) to be processed and deposited upon receipt. I understand that if I am not accepted into the Fest, a full refund will be issued.

Signature _____ **Date** _____

PLEASE COMPLETE AND SUBMIT PAGES 3 & 4 WITH PAYMENT

Author Name (as you would like it listed in print):

If you chose "table buddy" please indicate the name of your Table Buddy (both legal and pen name if applicable):

Legal Name: _____ **E-mail:** _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone #: _____ **Cell #:** _____

Website/Social Media Page:

Twitter Name:

Facebook Name:

Website address:

What is the title of your latest book and when was it published? _____

Please check the appropriate box below:

Fees include one 5-ft. rectangular table and two chairs.

- | | | |
|--|--------------------------|---|
| Author, Publisher | <input type="checkbox"/> | \$50.00 |
| Vendor | <input type="checkbox"/> | \$50.00 |
| Table Buddy (you match yourself) | <input type="checkbox"/> | \$50.00 (\$25/person; reserved only when full payment is received; payable by check only) |
| Organization, Club, Non-Profit (selling) | <input type="checkbox"/> | \$35.00 (provide proof of non-profit status with application) |
| Organization, Club, Non-Profit (not selling) | <input type="checkbox"/> | \$00.00 (provide proof of non-profit status with application) |

Space is issued only to the vendor listed on this application and is not transferable.

Late fee required for applications postmarked or e-mailed after July 1, 2026.

Payments will be processed at the time of application. If not selected, applicants will receive a full refund.

of spaces: _____ **X Space Fee:** _____ **+ \$25 Late Fee (if applicable) = Total fee due: \$** _____

CREDIT CARD: Pay on-line, <https://friends-of-the-harrington-public-library.square.site>

Square Order No: _____ **Date Paid Online:** _____

Total Paid: \$ _____ **Check #** _____ **(payable to FRIENDS OF THE HARRINGTON PUBLIC LIBRARY)**

Signature (required): _____ **Print Name:** _____

SEND COMPLETED APPLICATION AND PAYMENT TO:

Friends of the Library Book Fest
@ Harrington.friends@lib.de.us

or mail to:

Friends of the Library Book Fest Vendor
Attn: Michelle Baltrusch/Deborea Jones
101 Little Mastens Corner Road, Harrington DE 19952