WELCOME 2026 DVBF AUTHORS
Everything You Need to Know for Festival Day

This information will help you plan for your day at the Deep Valley Book Festival. Please read through this before Saturday, October 3 and bring it along for your reference.

Contact Information
Pre-festival: please use this email address for all festival communication before the festival: contact@deepvalleybookfestival.com
Festival Day: Call Heather @ 320-290-1950 or come to Registration/Welcome Table

Arrival & Check-In
- Doors open to authors and exhibitors at 8:00 a.m. on Saturday, October 3.
- When you arrive, please enter through the Main Entrance of the hotel. Follow the sign marking the direction of the Event Center and check in at the Registration Table BEFORE unloading.
- At check in you will be given information on where to unload your vehicle, locate your table and park your vehicle.
- Bring your festival friend autographed book donation when you check in so we can prepare the Drawing bags.
- If you owe for an additional lunch order, be prepared to pay when you check in.

Unloading
- AFTER CHECK IN, you may unload and begin setting up your table. Authors and exhibitors will use the Event Center entrance/exit for unloading.
- Please move your vehicle to the Event Center parking area after unloading so the entrance remain accessible to others.

Finding Your Table
- Print the attached maps and bring with you to the festival.

At Your Table
- Blue Author Packet containing the 2026 DVBF Program
- 5 clear shopping bags to use for book sales
- 10 red drawing tickets
- Please leave your table number on your table as this is what we will use to locate you.
- Additional shopping bags and drawing tickets are available:
  Call Heather 320-290-1950 to let her know your needs and we'll bring to your table.

Meet in the Deep Valley Room at 9:30 a.m. sharp for a Group Author Photo
- Please bring a copy of one of your books for the photo. We hope everyone will participate!

Red Drawing Tickets
- Give a red drawing ticket to each customer you sell to.
- Customers should deposit drawing tickets at the Registration/Welcome Table by 3:30 p.m. Drawings will be held at 3:45 p.m. in the Deep Valley Room.

Complimentary Coffee & Water

- Complimentary coffee (regular and decaf) and water will be available throughout the day at the festival refreshment table.
- Important Venue Reminder **-** Our contract with the Courtyard by Marriott does not allow outside food or beverages to be brought into the venue. Thank you for helping us comply with this requirement.

Lunch

- Author/Volunteer preordered lunches will be available for pickup in the room highlighted in yellow on the attached map.
- To make pickup easier, we are dividing lunch pickup into two groups:
  12:00 p.m. — Last names A–M
  12:30 p.m. — Last names N–Z
- Please pick up your lunch and take it back to your table.
- If you ordered a lunch for your table assistant, you may pick up both lunches at the same time, regardless of your assistant's last name.

Festival Friends Book Donations

- Thank you to everyone who donated an autographed book for our Festival Friends fundraiser drawings!
- If you indicated a book donation when you submitted your author information, please bring it when you check in Saturday morning. Make sure you have autographed your book. and you are welcome to include promotional materials with your donation.
- Your name will be displayed as a Festival Friends donor.
- Because the drawings and donated books need to be organized in advance, we cannot accept additional book donations on the day of the festival.

Festival Presentations and Workshop

- All Deep Valley Book Festival programs are free to attend and will be held in the Deep Valley Room. Authors may also attend a program if they choose.
- Because seating is limited, we encourage you to reserve a seat in advance for any program you would like to attend. Visit the 2026 Program Schedule on the DVBF website for program times and reservation information.

Festival Closing & Loading

- The festival is open to the public until 4:00 p.m.
- Please **DO NOT** begin packing your table before 4:00 p.m. We want visitors arriving near the end of the day to enjoy the same complete festival experience as those who arrive earlier.
- After the festival closes, you may pack your materials and use the designated exit/entrance for loading.
- Leave your name tag, extra drawing tickets, unused shopping bags at your table and we will collect them.

After the Festival — We Want Your Feedback!

A week after the festival, we will email a brief online author/exhibitor comment form.
Your feedback is extremely helpful as we evaluate the festival, plan for future events, and prepare grant reports and applications. We appreciate you taking a few minutes to share your thoughts.