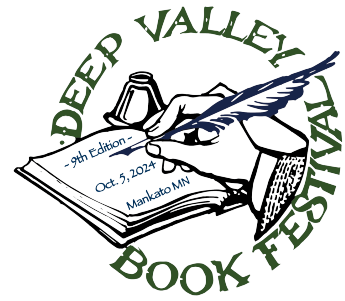


DEEP VALLEY BOOK FESTIVAL FACT SHEET

Please Keep for Your Reference

EXHIBITOR/VENDOR CONTACT

Julie Schrader, Festival coordinator
contact@deepvalleybookfestival.com



DEEP VALLEY BOOK FESTIVAL LOCATION AND HOURS

9th Edition DVBF Saturday, October 5, 2024

Country Inn & Suites Conference Center, 1900 Premier Drive, Mankato, MN

Author tables open 10 am – 3 pm

Keynote author presentation at 3:30 pm

EVENT DESCRIPTION

The Deep Valley Book Festival (DVBF) connects writers with published authors and other experts in the field to share information, techniques, skills and resources. The Deep Valley Book Festival gets its name from the setting of the beloved Betsy-Tacy children's books written by Mankato-born author Maud Hart Lovelace. The festival is free and open to the public. Participants sell books or book-related materials, and hand out marketing and promotional items that support their books. The festival offers exhibitors the opportunity to reach book lovers ready to buy their products or learn about their services. Food and beverages are available all day. The DVBF provides a listing in the event program, website, Facebook and is promoted throughout Southern Minnesota.

Deep Valley Book Festival: 9th Edition – LIVE Event

VENDOR REQUIREMENTS:

- Vendors must be of a literary nature, and fit the literary theme of the event.
- Festival staff reserves the right to have exhibitors remove unacceptable or inappropriate items, or to relocate or dismiss any participant. This is a family event.
- Vendors are provided with table, chair, and white tablecloth.
- Vendors must **NOT** bring any food or beverage into the Conference Center as stipulated by the venue. Food and beverage are provided and included in your registration fee.
- Vendor tables will be marked with your name and table number when you arrive at the festival.
- Vendors are responsible for their own materials (ie. merchandise, cash box, change, credit card reader, signage, handouts, etc.), and must operate only within their assigned space.
- WiFi is available.

BOOK SALES

- Bring and sell your books at your table. You sell and retain 100% of your sales.

APPLICATION DEADLINE & NOTIFICATION

- Full payment is due with your registration.
- You will receive a confirmation within two weeks of receipt of registration and payment.
- Placement of exhibitors is determined by festival organizers.

CANCELLATION/REFUND

- This is an INDOOR, RAIN or SHINE event.
- Entry fees are non-refundable after September 1, 2024.

SALES TAX

- The State of Minnesota requires any person selling used or new products to charge sales tax. Mankato, Minnesota sales tax rate is 7.875%

PARKING & SETUP

- Set up begins at 8:00 am on Saturday, October 5.
- **VERY IMPORTANT:** When you arrive at the Country Inn & Suites Conference Center, come in through the Conference Center Main Entrance door and check in at the Welcome Table. This is where you will pick up your name badge (also your lunch ticket), drop off your drawing donations and get any other information we have for you.
- Locate your table on the map found on the Exhibitor page of our website or this information is available at the Welcome Table.
- A table tent with the table number and your name will be on the corner of your table. **DO NOT** remove your table tent as this is how we will locate you.
- Exhibitors must unload and park before returning to set up your table. After unloading, if possible please park farthest from the building to allow plenty of parking for guests throughout the day.
- We have a few dollies available for use if needed.
- Parking is free in the Country Inn & Suites Conference Center parking lot.
- All tables must be set up by 9:30 am. We will take a group photo before we open to the public at 10 am in the Reading Room.

AUTHOR TABLES

- A table tent with the number and your name will be on the corner of your table. **DO NOT** remove your table tent as this is how we will locate you.
- An author packet will be at your table along with several DVBF plastic bags that you can use to bag purchases from your table.
- Please wear your name badge. This is also your lunch ticket. Badges will be collected at the end of the festival.

TAKE-DOWN

- Exhibitors may dismantle at **3:00 pm. PLEASE DO NOT dismantle early as a courtesy to our guests.**
- Exhibitors are invited to attend the 3:30 pm program by our headline author. You may load your car after the program if you wish.
- You are responsible for your own trash removal.
- Event staff are not available to assist with your set-up or take-down, however we will have several dollies available for use.

FESTIVAL REGULATIONS

- Festival staff reserves the right to have exhibitors remove unacceptable or inappropriate items, or to relocate or dismiss any participant.
- No pets (with the exception of service dogs), skateboards, roller blades, bicycles, or weapons are permitted at the festival.
- No food or drinks may be sold by any vendor.
- No outside food or drink can be brought into the Conference Center as stipulated by the venue.

PROMOTION FOR THE DVBF

- All participating exhibitors are expected to promote on their website, social media and mailing lists to help us reach a wider audience. Sharing benefits everyone!
- Color “post-it” on Mankato Free Press front page

- Local radio advertising and interviews
- Posters, post cards, magazine articles
- Events calendars
- Electronic flyer/poster will be emailed to exhibitors a month prior to the festival dates.

Questions? Contact Julie Schrader
contact@deepvalleybookfestival.com
www.deepvalleybookfestival.com