

**Iowa Author Fair
Author Request Form
Sunday, October 8, 2017
1:00 PM – 3:00 PM**

- Applications should be submitted by May 31, 2017. Participants will be notified about participation by June 23, 2017.
- Accepted applicants will pay a fee of \$50.00. Payment should be received by July 21, 2017. Please do not send payment with application.
- If application is being submitted by mail, please provide a headshot and images of book covers. Photographs will not be returned to applicants.
- Mailed applications and pictures should be sent to:

**Kathy Leonard
Des Moines Public Library
1000 Grand Avenue
Des Moines, IA 50309**

Name: _____

Email: _____

Address: _____

City: _____

State: _____

Zip code: _____

Telephone: _____

Website (optional): _____

Author's Biography

Maximum of 80 words

Please provide a headshot.

Feature up to two of your titles

Book #1

Title: _____

Publication year: _____

Format: **Book** **E-book**

Genre:

Fiction **Nonfiction** **Children's** **Other** _____

Will this book be available for sale?

Yes **No**

Provide an image of book cover.

Book #2

Title: _____

Publication year: _____

Format: **Book** **E-book**

Genre

Fiction **Nonfiction** **Children's** **Other** _____

Will this book be available for sale?

Yes **No**

Provide an image of book cover.

**Iowa Author Fair
Sunday, October 8, 2017
1:00 PM – 3:00 PM
Central Library
1000 Grand Avenue
Des Moines, Iowa 50309**

Event Guidelines

Dates to remember

July 21, 2017: Last day to submit Participation Agreement and Fee

October 8, 2017: Iowa Author Fair

Day of event

Arrival time: Room opens for set-up at 12:30 PM. Authors are ready for customers by 1:00 PM.

Event time: 1:00 PM – 3:00 PM

Departure time: Clean-up must be done by 4:00 PM.

While the library will accommodate as many authors as possible, space is limited to 22 participants. Priority will be given to:

- Authors with titles published in 2016-2017
- Authors with reviews from professional journals or organizations
- Authors with completed work that is available for purchase
- Authors from Polk County and neighboring counties
- Early applicants

The \$50.00 participation fee is nonrefundable. If the author decides to withdraw from the Iowa Author Fair after submitting the \$50.00 fee, it will not be returned. Participants who are unable to make the event should alert the library by September 1, 2017.

The participation fee covers the use of:

- Table for each author with two chairs
- Sign holder for 8.5 x 11 poster
- Two book easels for each table
- Personalized poster to identify you and your works
- Name tag
- Event publicity through the library's online calendar and social media outlets

- Refreshments for participants and audience

Authors will need to provide:

- Books to sell
- Cash box and change
- Personally printed pamphlets, bookmarks, or other contact information
- Display material for tables

The Des Moines Public Library will assign one table with two chairs to each participant. The library reserves the right to assign tables that best serve the needs of the library and to best showcase the participant. Tables measure 2.65 x 5.25 feet.

Authors may display and sell their books at the fair. Authors are responsible for cash boxes and change. The Library does not have the capability to accommodate credit card transactions.

Authors are responsible for all display materials for the tables. Display boards should fit in the confines of the table space. The Library does not have the ability to accommodate banners, posters, floor displays or wall hangings.

Only the author and one pre-arranged guest of their choice are allowed to sit behind the table or be in the area reserved for authors.

Authors are responsible for all personal belongings and materials, and for transporting all materials to and from the library. The Library is not responsible for the loss or theft of personal property.

The Library will promote the event as a library sponsored program, but does not endorse, promote or spotlight any one author to the exclusion of others.

The participating author agrees that inclusion and participation in the Iowa Author Fair program cannot be used in or for future promotion or endorsement of any published or disseminated work by the author or representatives. Additionally, the author agrees that their participation in the Iowa Author Fair program does not constitute endorsement or promotion of their work(s) by the Des Moines Public Library and City of Des Moines or by public officials, trustees, officers or staff of the Des Moines Public Library or City of Des Moines.

The author, and representatives, agree to hold harmless the Des Moines Public Library and City of Des Moines and the public officials, trustees, officers and staff of the Des Moines Public Library and City of

Des Moines for any failure to promote, display, sell or otherwise make available the work(s) of the author to the public.

The Des Moines Public Library cannot guarantee works from any of the authors at the Iowa Author Fair will be added to the collections of the Des Moines Public Library System.

For publicity purposes, all Iowa Author Fair participants will be asked to submit their photograph, a short biography, and the titles and cover photographs for their publications.