

## **Author Booth Guidelines for the 2025 Literary Indulgence of Jacksonville Book Festival**

We are thrilled to welcome authors to showcase their work at the Literary Indulgence of Jacksonville Book Festival! Please carefully review the booth guidelines below to ensure a smooth and enjoyable experience.

### **1. Booth and Table Options:**

- A 6-foot table is available for **\$75**, which includes **1 chair**.
- An 8-foot table is available for **\$80**, which includes **1 chair**.
- Authors are responsible for providing their own display materials and can bring their own table linen if desired.

### **2. Setup and Breakdown:**

- Booth setup begins at 8 am on the day of the event. Authors must complete their setup by **10 am**.
- Breakdown should begin at 4 pm, and authors are expected to leave their area clean and clear of any debris.

### **3. Author Responsibilities:**

- Authors are responsible for managing their own booth, including sales and transactions.
- You are encouraged to bring additional promotional materials such as banners, business cards, and posters, but please ensure your setup fits within your assigned space.
- All display materials must be family-friendly and appropriate for a diverse audience.

### **4. Additional Chairs:**

- Extra chairs are available for **\$10** each, if needed.

### **5. Festival Hours:**

- The festival will run from **8 am to 4 pm**. Authors should be present at their booth during these hours.

---

**Note:** Spaces are limited, and booths are allocated on a first-come, first-served basis. Full payment is required at the time of registration to reserve your spot. **Payments are non-refundable.**

## Vendor Booth Guidelines for the 2025 Literary Indulgence of Jacksonville Book Festival

We are excited to invite vendors to participate in the 2025 Literary Indulgence of Jacksonville Book Festival! Please review the booth guidelines below for important details.

### 1. Booth Fee:

- The booth fee is **\$75**, which secures your space at the event. **Tables, chairs, and tents are NOT included** in the fee and must be provided by the vendor.

### 2. Vendor Responsibilities:

- Vendors are responsible for bringing their own **table, chair(s), tent**, and any other necessary display materials.
- All tents must be properly secured for safety, and table setups should fit within the designated booth space.
- Vendors must manage their own sales and provide their own cash/credit card processing.

### 3. Setup and Breakdown:

- Booth setup begins at **8 am**, and all vendors must be ready by **10 am**.
- Breakdown will start at **4 pm**. Vendors are expected to leave their area clean and free of trash or materials.

### 4. Booth Space:

- Booth spaces are **10 x 10**, and vendors are expected to keep their setup within the allocated space.
- If you require additional space, please reach out to the festival team to inquire about availability and any applicable added fees.

### 5. Festival Hours:

- The festival will be held from **8 am to 4 pm**. Vendors must be present and open for business during these hours.

### 6. Electricity:

- Electricity is available upon request for an additional fee of **\$15**, with limited availability.
- Please consider bringing your personal external power source such as a Jackery (solar generator) with you.

---

Spaces are limited, so be sure to reserve your spot early. Full payment is required at the time of registration to secure your booth. **Payments are non-refundable.**