



2023 Local Author Fair
Saturday, December 2
10:00 AM-2:00 PM
Galesburg Public Library

The Galesburg Public Library invites published authors to participate in a Local Author Fair on Saturday, December 2. This is a great opportunity to promote, sell, and sign copies of your book(s). To request a table, please send this application to reference@galesburglibrary.org or to Galesburg Public Library, 40 E Simmons Street, Galesburg, IL 61401, c/o Jane Easterly. **Library staff will evaluate the applications and respond to applicants.** Space is limited.

Guidelines:

- When considering applications, preference will be given to writers from Galesburg or Knox County. If space permits, the library will also consider other authors.
- Authors will be responsible for their own exhibits, including money, cash boxes, books, tablecloths, signs, and any other items you wish to use.
- The library will provide each author with one table and two chairs. Display materials must fit in the confines of provided table space. No banners, posters, or other hangings.
- If you choose to accept electronic payments, your unit must operate wirelessly and its setup and configuration are your responsibility. The library cannot provide technical support.
- All vendors must comply with the sales tax laws of the State of Illinois. It is your responsibility to determine whether or not you are required to collect sales tax.

Application:

Author name _____

What is your Galesburg/Knox County connection? _____

Telephone _____ Email _____

Titles of books you will sell at the fair and the intended audience _____

Author signature

Date

This application is also available electronically. Please email reference@galesburglibrary.org to receive a copy.