



LITTLE HAITI BOOK FESTIVAL

SOSYETE KOUKOUY

Exhibitor Application

The Little Haiti Book Festival will be held on Saturday, May 27 - Sunday, May 28, 2017. As an exhibitor, you are invited to be part of the Book Festival starting Sunday, May 28, 2017. (Author presentations begin on May 27). Our exhibitors are a vital part of the event, and we hope you can join us this year.

Eligibility

In order to exhibit at the Little Haiti Book Festival you must either sell books, book-related products, Caribbean arts and crafts, or promote a literacy-oriented program. You must either be a bookseller, publisher, author, artist, or a non-profit organization focused on literacy or educational issues.

Location

The Little Haiti Book Festival will take place in the Little Haiti Cultural Center 212 NE 59th Terrace, Miami, FL 33137.

Hours

Book Festival hours will be from 10:00 a.m. to 7:00 p.m. Sunday, May 28, 2017. Exhibitor booths must remain in operation throughout these hours.

Cancellation Policy

Exhibitors who cancel will receive a refund, but will be charged a \$10.00 penalty fee only if written notice is received by May 15, 2017. Cancellations made after May 15, 2017 will receive NO REFUND.

Set-up & Registration

Exhibitors will receive specific instructions regarding unloading, registration and setting up booth prior to event. Please be aware that the process followed in previous years will be changing.

Florida Sales Tax Number

To exhibit at the Book Festival, all exhibitors must provide their Federal ID Number or Social Security Number. A "Sales and Use Tax Return" form (DR-15CS) from the State of Florida Department of Revenue will be provided in your registration packet. Exhibitors are responsible for collection and remittal of all sales taxes. Fees and assessments required by any applicable federal, state, or local laws in connection with exhibitor participation in the Festival is the sole responsibility of the exhibitor.

Space Criteria

To ensure public safety and handicap accessibility, passable walkways must be maintained at all times. All exhibitors must keep all displays and materials within the constraints of the booth space(s). Handing out of flyers or merchandise to fairgoers outside of assigned booth space is not allowed. Failure to adhere to these directions will result in your removal from the Festival.

Weather

Weather can be unpredictable. One large plastic cover will be provided for each table. Exhibitors are encouraged to bring additional protective covering to protect their merchandise. Miami Book Fair International will not be held responsible for damage done to books or merchandise by inclement weather.



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March 15, 2017

Dear Exhibitor:

Thank you for your interest in participating in the Little Haiti Book Festival, which will be held on Sunday, May 28, 2017, at the Little Haiti Complex Center. Your participation at the Book Festival is greatly anticipated and appreciated. In order to exhibit at the Little Haiti Book Festival you must either sell books, book-related products, Caribbean art and crafts, or promote a literacy-oriented program. You must be a bookseller, publisher, author, artist, or a non-profit organization focused on literacy or educational issues.

Included in this packet are the forms needed to become an Exhibitor during the Book Festival. Please be sure to read over every item carefully and complete all of the required forms. All fees and application forms must be received and approved by **May 1st, 2017**, in order to secure your participation. Space is limited, so please be sure to reserve your space early.

Please remember that applications will be processed when payment is received in full. All payments must be by credit card online. If you are approved, you will receive an approval letter confirming the items that you will sell.

All forms should be sent to:

Jan Mapou
Libreri Mapou
5919 NE 2nd Ave.
Miami, FL 33137
(305) 757-9922

If you have any questions, please contact Michelle Fievre at mfievre@mdc.edu or Christine Ferreras at cferrer2@mdc.edu. Thank you for your support.

Sincerely,

Jan Mapou

Jan Mapou
Libreri Mapou
Little Haiti Book Festival
Sosyete Koukouy



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This contract is being entered into between the Sosyete Koukouy which is hosting the Little Haiti Book Festival, herein referred to as the "Book Festival", and

Company Name (Your Name Acceptable If No Company Name) Contact Name

Address City, State, Zip Code Contact Phone Number

Exhibitor Type (i.e. Author, Publisher Arts and Crafts Exhibitor) Fax Number

Email: * _____

Please note that we communicate through e-mail. Make sure you provide us with a valid e-mail address that you check on a regular basis, and that you check your spam folder to avoid missing any of our emails being sent.

Federal ID # (For Florida Tax Collection) * _____

If no Fed ID#, exhibitor must provide Social Security Number upon submitting payment

Booth Name: * _____

(Please provide exact name to be listed for table or booth signage. Note that no changes will be accepted)

Detailed Description of Your Exhibit (Your Application will not be considered if this field is not completed): Please provide a brief (100 word maximum) description of the books or arts and crafts you will be exhibiting at your booth. Please send any newspaper articles or marketing information you might have regarding our books or arts and crafts.

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2017 Book Festival Exhibitor Registration

Guidelines

TO PARTICIPATE IN THE LITTLE HAITI BOOK FESTIVAL EXHIBITORS MUST SELL OR EXHIBIT BOOKS, BOOK-RELATED MERCHANDISE OR CARIBBEAN ARTS AND CRAFTS. Book-related merchandise must be approved. The Little Haiti Book Festival has the right to refuse participation by any company or organization at its sole discretion.

No exhibitor shall assign, sublet or share any part of the space allotted. Little Haiti Book Festival will assign placement of all exhibitors. Please be advised that booth space is limited and sells quickly. Once we sell our allotted space, we will close booth sales. Therefore, we encourage you to submit your completed exhibitor application, agreement and payment as soon as possible. No application will be considered and processed, unless payment is received. You will receive notification of your booth assignment during exhibitor registration on Sunday, May 28, 2017.

Exhibitor Costs (Check one) *

The Exhibitor will pay Sosyete Koukouy the sum of:

- \$25.00 for Authors with 1 – 3 book titles
- \$50.00 for Authors with 4 or more book titles
- \$100.00 for Publishers with multiple titles
- \$100.00 for Arts and Craft Exhibitors

Late Registration *

Only if received after May 1st \$20.00 Late Registration

Sosyete Koukouy is offering “vending space” to the exhibitors at the Book Festival under the terms and conditions set forth in this contract.

The Event:

The Book Festival’s annual event will be on **May 28th 2017**. The hours for the day will be **10:00 am - 7:00 pm**. The Exhibitor is authorized to set up no sooner than 6:00am the day of the event and no later than the opening of the event at 10:00 am. The Exhibitor is authorized to dismantle no sooner than the close of the event and no later than 24 hours afterwards. Sosyete Koukouy has the right to cancel the Book Festival due to inclement weather or other disruptive events beyond the control of the Sosyete Koukouy.

Exhibitor Space:

Sosyete Koukouy will provide exhibitor space (depending on choice and availability) for the Exhibitor’s use during the time of the event. The Little Haiti Book Festival representative, will designate such



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space. Notification of the site of this space will be made upon acknowledgment of receipt of this signed contract and once the total monies due have been received.

These spaces will be assigned upon notification of the Exhibitor's needs, full payment and receipt of this contract. All tables, chairs, cases, goods and equipment must be maintained within the confines of the space provided unless the Little Haiti Book Festival has granted specific permission. Failure to remain within the confines of the space allows Sosyete Koukouy the right to eject Exhibitor from the premises and/or make this contract null and void, with no monies refunded to the Exhibitor.

Photo Release

During the course of the Book Festival, Sosyete Koukouy or its agents may take photographs and/or video or other footage of the Little Haiti Book Festival ("Footage"). Exhibitor on behalf of itself and its employees and volunteers, hereby grants Sosyete Koukouy and its agents irrevocable and unrestricted right to use, publish or republish Footage of Exhibitor or its employees or volunteers, their names and likeness and Exhibitor, on behalf of itself and its employees and volunteers, hereby releases Sosyete Koukouy and its agents from use of Footage for, including, but not limited to, publication or broadcast of such Footage in brochures, advertising, promotional and other media, in any manner or medium without restriction. Exhibitor, on behalf of itself and its employees and volunteers, also releases and hold harmless Sosyete Koukouy, its trustees, officers, directors, employees, agents, and volunteers ("Sosyete Koukouy Indemnites") from any reasonable expectation of privacy or confidentiality associated with the Footage.

Damage

The Exhibitor agrees to be liable for any damage to booths, tents, walls, tables, floors, woodwork, or other fixtures on the premises, or to the other Exhibitors', City or others' property which may be caused by the acts of the Exhibitor or its employees, agents, servants or volunteers.

Liability Limitations

Sosyete Koukouy will not be responsible for any damages, accidents, or injury that may happen to the Exhibitor or its employees, agents, servants, invitees, and any and all participants and/or property arising out of, resulting from or in connection with its operations at the Book Festival or its use of space and the said Exhibitor, on behalf of itself or employees, agents, servants, spectators, hereby releases and holds harmless Sosyete Koukouy Indemnites from, and agrees to indemnify them against, any and all claims for such damage, accident, or injury.

The Exhibitor agrees Sosyete Koukouy Indemnites shall not be held responsible for fire, theft, or other damages, whether caused negligently, willfully or otherwise, and they are expressly released from any and all liabilities for any loss, injury, or damage to persons or property before, during or after the event.



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The Exhibitor understands that the Book Festival is an outdoor event occurring in South Florida, an area that is prone to heat, rain, and thunderstorms. There will be no refunds to Food Vendor due to inclement weather before, during or after the Street Fair.

The parties agree that IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR OTHER INDIRECT DAMAGES (INCLUDING LOSS OF PROFITS OR GOODWILL) RELATED TO, IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT.

Failure to Fulfill Contract

In the event the Exhibitor fails to fulfill terms and conditions of this contract, all reservations for vending space, contract deposits, and all monies shall be retained by Sosyete Koukouy and the decision of whether or not a violation of the Contract has occurred shall be in the exclusive discretion of Sosyete Koukouy.

Cancellation and Modification

Sosyete Koukouy reserves the right to rescind and cancel this contract under the clauses of this contract or any other reason that Sosyete Koukouy deems reasonable and necessary. No modification of this contract is binding unless approved by Sosyete Koukouy and noted on this contract.

Sosyete Koukouy reserves the right to alter location of Exhibitors at any time.

Should the Exhibitor deem it necessary to cancel this contract, the Little Haiti Book Festival must receive written notice no later than May 1, 2017. If notice of cancellation is actually received on or before May 15, 2017, Food Vendor shall receive a refund of monies paid to Sosyete Koukouy, minus a \$10.00 for authors or \$25.00 for publishers and arts and craft exhibitors as a cancellation fee. If notice of cancellation is actually received after May 15, 2017, no refund shall be made.

No prior or present agreement or representations shall be binding upon any parties hereto included unless incorporated in this contract.

Rules and Regulations

The Little Haiti Book Festival shall have the right to make such rules and regulations for the event, as it deems proper and may amend them at any time, and such rules and regulations or amendments shall be conclusive to both parties.

Security

The Exhibitor is responsible for his/her own security with respect to cash or tangible property brought for or to the Book Festival and Sosyete Koukouy will not be responsible.



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Payment must be in full and received when the completed contract and exhibitor application are returned to the Little Haiti Book Festival. No partial payments will be accepted. All payments must be made by online via CREDIT CARD, or send a CASHIER'S CHECK OR MONEY ORDER payable to "Sosyete Koukouy." **Personal or company checks will not be accepted.**

WHEREFORE: The parties hereto read, understood, and agree to all the terms and conditions set forth above, we now, therefore, set our hands and seals on the date below written.

FOR EXHIBITOR

Signed:

Exhibitor

Name (Please Print)

Title

Date

FOR THE SOSYETE KOUKOUY

Signed:

Sosyete Koukouy Designee

Name

Title

Date