

Provided below are instructions for entrance, parking, and setup at the Miami Book Fair Street Fair including specific details about sponsor booths. Your sponsor badges grant you free entrance into the fairgrounds.

1. Street Fair Registration

- Registration check-in will take place: **Thursday, November 15th, 1:00 p.m. - 5:00 p.m.**, at the Exhibitor Registration Booth located on the corner of NE 2nd Avenue and NE 4th Street (Sections C and D on the attached map)
- **Friday, November 16th, 8:00 a.m. - 9:00 a.m.** (same location)
- If unloading items from your vehicle, please enter at the Red Entrance on 5th St. and NE 2nd Ave and give the MBF staff person your booth number (we will email your booth number to you 3 days prior to the start of the street fair on November 16th).

2. Booths

- Most sponsors will receive 1 booth that measures 12' X 12' and comes complete with a vinyl roof and canvas sides that can be lowered or raised. Any exceptions to booth number or size will be stipulated in your signed sponsorship agreement.
- MBF will provide two 6' tables, two chairs, and two plastic table covers per each 12' X 12' booth.
- Company representatives need to staff booths at all times throughout the duration of the Street Fair from **10:00 a.m. – 6:00 p.m., Friday, Saturday and Sunday, November 16th – 18th.**
- For the safety of fairgoers, do not have furniture items or display materials outside your booth.
- No alcoholic beverages or tobacco products may be displayed or consumed inside the booths.
- For public safety and handicap accessibility, open walkways must be maintained at all times.
- All dismantling will take place on **Sunday November 18th after 6:00 p.m.**

3. Badges (credentials)

- Badges are required for free entry into the Street Fair on Saturday, November 17th & Sunday, November 18th.

NOTE: There is no entry fee on Friday. On Saturday and Sunday:

Children 12 and under will get in free

Teens 13 – 18 will pay \$5.00

Adults will pay \$8.00, and

Seniors over 62 will be charged \$5.00.

- Badges included in this package can be shared with your staff.

Miami Book Fair



Miami Dade College



4. Parking and Miscellaneous

- This year, there will be no parking passes distributed because parking will be free all three days of the Street Fair at Miami Dade College's Garage, Building 7 located at: 500 N.E. 2nd Avenue (garage is between 1st and 2nd Ave with entrances on 5th and 6th St.)
- One large plastic cover will be provided for each booth in case of unpredictable weather conditions. You are encouraged to bring additional protective covering to protect your merchandise. If you have products or materials delivered on Thursday **please place on top of the tables in case of rain.**

5. Materials for distribution:

- As always, our Special Sponsor Information table will be available for your convenience in the Atrium of Building 1 throughout the three-day Street Fair – in the center of the fairgrounds. At the Information table, our team will be handing out sponsor flyers, magazines, etc., and answering questions. Feel free to stop by and say hello anytime throughout the Fair. If you are providing materials that will be placed at the Sponsor Information area, please make sure they are sent to Corey Lewis' attention no later than **Wednesday, November 7th** at the address:

Corey Lewis
Miami Book Fair
Miami Dade College
300 NE 2nd Avenue, Freedom Tower 7th Floor
Miami, FL 33132

Due to various streets closing during the Street Fair, as well as on-going Miami construction, traffic, and other events, you may want to allow more driving time to get downtown. You may also want to consider using the Metrorail and/or Metromover. There are two Metromover stops – College North and College Bayside – that will let you off near one of the Street Fair entrances.

If you have any questions in regard to your sponsorship or event details and logistics please contact Corey Lewis at **(315) 237-7847** or clewis2@mdc.edu at your convenience.

We cannot thank you enough for your support — the Miami Book Fair's success would not be possible without generous sponsors like you. We look forward to seeing you at the 35th edition of the Miami Book Fair!