

VENDOR RESERVATION REQUEST

2010 Georgia Literary Festival

October 23, 2010

Nessmith-Lane Building, Georgia Southern University
Statesboro, Georgia

Name _____

Organization (if applicable) _____

Address _____

City _____

State _____ Zip Code _____

Daytime Phone _____

FAX Number _____

E-mail Address _____

Items/ Product(s) to be displayed/sold _____

Name of Table Representative _____

Will you need access to an electrical outlet? Yes No

Will you be bringing a Table Skirt/Covering? Yes No

NON-REFUNDABLE FEE (PAYMENT MUST ACCOMPANY THIS RESERVATION FORM)

\$25 (checks only made payable to Statesboro Regional Library)

Vendors will be given the use of one six-foot table.

_____ Total Enclosed (made payable to Statesboro Regional Library)

Space is limited. Preference will be given to book-related vendors.

RETURN COMPLETED VENDER RESERVATION REQUEST AND PAYMENT TO:

Statesboro Regional Library
Attn: GA Literary Festival Vendor Reservations
124 S. Main Street
Statesboro, GA 30458

Vendor Information

Location:

The 2010 Georgia Literary Festival will be held in the Nessmith-Lane Building on the campus of Georgia Southern University. Located at the corner of Chandler Road and Plant Drive, complete driving directions may be found on the building's website: <http://ceps.georgiasouthern.edu/nessmith-lanebuilding.html>

SET-UP TIMES:

Friday, October 22
Noon – 7:00 PM

Saturday, October 23
7:00 AM – 8:30 AM

All vendors must complete their set ups no later than 8:30 AM on October 23.

TEAR DOWN TIMES:

Saturday, October 23
4:00 – 7:00 PM

All vendors must have cleared their set ups no later than 7:00 PM on October 23.

TABLE INFORMATION

Each vendor will be given the use of one six-foot table. Vendors are encouraged to bring their own table skirts or covering. Table skirting will be provided to those vendors who do not bring their own on a first-come, first-served basis.

Tables will be placed in the Atrium and Concourse areas of the building. These are common areas that will be accessible to all throughout the festival. Table placement will be assigned by the planning committee and signs will be placed on the tables before set up begins. Decisions made by the planning committee regarding placement are final.

Questions about your vendor reservation may be directed to:

Janice Reynolds at 912.478.1755
Email: janreyn@georgiasouthern.edu