



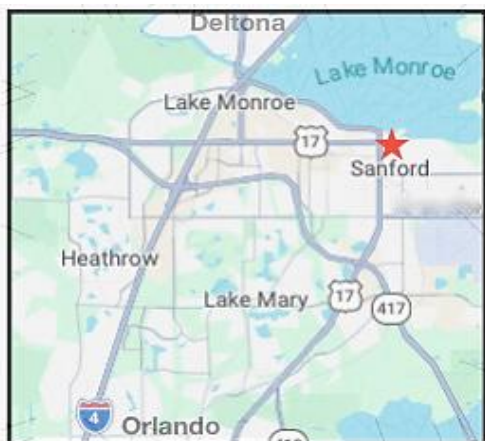
Florida Writers Book Fair

Saturday, November 14, 2026

Sanford, Florida

Information & Rules for Authors/Vendors

The *Florida Writers Book Fair* will occupy the sidewalks along E. 1st Street, bounded on the east by N. Palmetto Avenue and on the west by N. Park Avenue, with spill-over spaces available on sidewalks along Palmetto and Park if needed. Off-street parking is available in a large lot at N. Palmetto Avenue and other nearby parking lots. We encourage participants to use off-street parking rather than on-street parking.



Upon arrival, authors/vendors should check in at the **Florida Writers Foundation** tent, located near the east end of the two-block fair, in the small park adjacent to the **Historic Sanford Welcome Center** offices, 230 E. 1st St., Sanford.

Public restrooms are located in this park and in the Downtown Sanford Welcome Center.

Authors-Vendors will be notified of assigned table spaces upon check-in. Table spaces will be assigned on a first-signed-up, first-served basis. The FWF will strive to accommodate special requests

due to special needs or to address vendors' preferences for outdoor awning spots, outdoor spots that accommodate tents, or indoors spots, when practical.

The FWF will plan an **after-fair, meet-and-greet party** at one of the restaurant/bars (TBD,) to start immediately after take-down. So, make plans to stick around, to enjoy happy-hour chats with your fellow authors over beverages and perhaps dinner! Then go and enjoy other entertainment and shopping in beautiful Historic Downtown Sanford.

Rules

- 1) Authors/Vendors **must** provide their own table (not to exceed 6 feet in length or 3 feet in width) and chairs. All assigned outdoor spaces are 11 feet in length, thus allowing for 5 feet between tables, as required by the City of Sanford. Authors/Vendors are invited and encouraged to bring guests to help staff their tables.
- 2) A limited number of outdoor spaces can accommodate vendor tents up to 10'x10' or shade umbrellas. The FWF will entertain requests for such spots from Authors/Vendors preferring to use their own tents or umbrellas. Those spaces will be allotted on a first-signed-up first-served basis. Tents or shade umbrellas must be weighted with sandbags, 1-gallon or larger water containers, or weights designed for them. Minimum space requirements detailed in Rule 1) must be maintained.
- 3) A limited number of indoor spaces will be available in the Historic Sanford Welcome Center, 230 E. 1st St. They also will be allotted on a first-signed-up, first served basis.
- 4) Space rental fees: Outdoors: \$50. Indoors: \$65.
- 5) The Florida Writers Book Fair hours shall be 10 AM to 3 PM. Authors/Vendors are responsible for their own set-up and take-down, and should be ready for business at 10 AM, to help avoid parking issues and constricting pedestrian movement. At 3 PM, Authors/Vendors must promptly remove all furnishings and materials and ensure the space is cleaned up. Please use courtesy while unloading and loading.
- 6) Authors/Vendors are entitled to all proceeds from their sales.
- 7) Authors/Vendors are responsible for keeping their areas clean and free of debris.
- 8) Merchants' entrances, windows, and signs must be respected. Do not place tables, chairs, signs, banners, etc. directly in front of a merchant's entrances, nor obscure windows or merchant signs without permission of the business manager.
- 9) Pedestrian usage of the sidewalk space must be accommodated, with at least a 36" unobstructed pathway provided. There must be at least 5' maintained clear between tables, and 5' clear around fire hydrants.
- 10) Authors are encouraged to be creative and have fun with tables and displays! Table skirts, book display stands, placards, posters, videos, merchandise, and of course, books, books, books. If you're playing music, please keep it to yourself.
- 11) The sale of food, drink, or non-book-related merchandise by Authors/Vendors is prohibited.

However, free treats, snacks, and water for patrons are allowed.

Applications, Late Applications, Cancellations, & Refunds

- 1) **Applications will be accepted until 5 PM, Friday, November 6.** Available spaces might sell out before then. Subsequent Author/Vendor applicants will be offered places on a waiting list, and their fees would be refunded if spots do not open.
- 2) If an Author/Vendor must cancel or cannot attend, please inform the FWF by 5 PM, November 6 for fee refunds. Refunds will not be allowed for later cancellation.
- 3) Fees will also be refunded if an application was made in error, if a chargeback or dispute is filed, or in cases when refunds are allowed under applicable law or the refund policies of the FWF's fundraising platform contractor Zeffy.
- 4) All Authors/Vendors fees will be refunded if the event is canceled due to inclement weather, or if FWF or the City of Sanford cancels the event for any reason.

Problems, Concerns, & Complaints

- 1) Patrons of book fairs are typically engaged, polite people. However, if abusive or disruptive behavior from patrons or others occur, or if irreconcilable disputes arise, please reach out to FWF directors for help.
- 2) Call 911 for emergencies.
- 3) Please address complaints or issues with the FWF. Feedback, both positive and negative, is welcomed so that we may improve with each successive Book Fair.

Appropriate Content, Materials, & Behavior

- 1) All types and genres of books are welcome. However, materials and books on display and for sale must be appropriate to a public event open to people of all ages, nations, races, religions, ethnicities, and genders. Pornographic materials and work that constitutes hate speech are expressly not allowed. Please cover explicit images.
- 2) Books, posters, signs, and graphics displayed shall not be threatening, abusive, harassing, libelous, hateful, or racially, ethnically, or otherwise objectionable; shall not encourage criminal conduct or incite violence; shall not be harmful to minors in any way; nor shall infringe upon the trademarked or copyrighted material of others.
- 3) Let's be nice out there.
- 4) FWF directors will be the sole arbiters in any disputes related to these rules.

Florida Writers Book Fair

HOLD HARMLESS RELEASE FORM

Release: By the signature appearing below and in consideration of the acceptance of my application for entry in the Florida Writers Book Fair event, I hereby waive, release, and discharge any and all claims for injury or damage, whether personal or to property, which I may have or which may hereafter occur to me against the FWF Book Fair event and/or persons or entities organizing and acting in concert with them in connection with the FWF Book Fair event as a result of my participation in said event.

Assumption of risk: I understand that accidents occasionally occur during events and that participants and visitors at events occasionally sustain personal injuries or property damage as a consequence thereof. Knowing the risks, nevertheless, I hereby agree to assume those risks and to release and hold harmless all of the Event Sponsors who, through negligence or carelessness, might otherwise be liable to me.

Indemnification: I further agree to indemnify, defend, and hold the Event Sponsors, their directors, officers, employees, and agents, harmless from and defend any action brought against them with respect to any claim, demand, cause of action, debt, or liability, to the extent that the same, if meritorious, arises out of the negligence or willful misconduct on my part.

Name: _____

Signature: _____ Date _____

By the signature appearing above, the named Author/Vendor agrees to abide by the stated rules and "Hold Harmless" Release.

WWW.floridawritersfoundation.net

