



# Writer's Row & Exhibitor Information Sheet

## Registration and Rules

Writer's Row participants and Exhibitors must register in Longwood's Student Union by 8:00 am on the day(s) of their participation. At registration, authors will receive their nametags and tabletop signage. A volunteer will be available to direct you to Writer's Row, located in the Student Union. Table set-up must be completed by 9:00 am. Breakdown will begin at 4:30pm and must be completed by 5:30pm. (Each writer and exhibitor gets one table and two chairs and a table sign. They will also get nametags.)

Authors must keep their space open all hours of the VCBF day. Space sharing is not allowed, except for author/co-author or author/illustrator scenarios. Additional space is not available to accommodate authors' friends, families, publicists or helpers. Authors may not re-sell or sublet any portion of their space. Asking other authors to pay a fee to participate in your space at the VCBF is strictly prohibited. Any violation of these stipulations by authors will result in expulsion from the VCBF, and a fee refund will not be given.

## What to Bring

Writer's Row participants and Exhibitors will have access to electricity, but please bring your own extension cords. You will also want to bring the following:

- Table cover
- Additional signage
- Merchandise (if any)

## Sales

Writer's Row participants who offer books for sale are responsible for obtaining state, county, and city business licenses and paying sales taxes. Please visit the Virginia Department of Revenue website for information regarding state sales tax.

The Prince Edward County Commissioner of Revenue can be reached at  
bbooth@co.prince-edward.va.us

Farmville's Town Manager's office can be reached at  
lhricko@farmvilleva.com

You must bring your own sales materials, including any Virginia tax information, money, credit card sale necessities, bags, etc.

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**Please return this portion by September 20, 2016 with your check or money order payable to The Virginia Children's Book Festival.**

Thursday Only \_\_\_\_\_ Friday Only \_\_\_\_\_ Saturday Only \_\_\_\_\_ (\$200 per day) \_\_\_\_\_ Thursday, Friday, and Saturday  
\_\_\_\_\_ Total fee

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mail to:  
Virginia Children's Book Festival  
1166 Morton Road  
Keysville, VA 23947  
Re: Author Application