



Dear Content Providers,

We are very excited to invite you to participate in the Chattahoochee Valley Libraries Aflac Vacation Reading Program kick-off event, FanFest! Overwhelmingly successful last year, we hope that this year's event is even greater!

FanFest will take place from **10:00am to 4:00pm** on **Saturday, May 16, 2015** at the Columbus Public Library, 3000 Macon Road, Columbus, GA. We hope you will join in the fun as we kick-off a summer of reading. Please read the guidelines carefully and complete the enclosed application and return by Friday, March 20, 2015 to:

Megan Aarant, Vendor Coordinator

South Columbus Public Library

2034 South Lumpkin Road, Columbus, GA 31903

Phone: 706-683-8805 / Fax: 706-683-8809

Email: maarant@cvrls.net

FanFest Content Provider Guidelines

Saturday, May 16, 2015 at the Columbus Public Library, 3000 Macon Road

Check-in and Setup: 9:00 am – 10:00 am, Event: 10:00 am – 4:00 pm

- If arriving between 9:00am and 10:00am, please enter through our Porte Cochere entrance (when facing the Columbus Public Library from Macon Road it will be the covered entrance on the far left end of the building) and check-in with Megan Aarant. She will direct you to your designated locations.
- **All vendors** should be ready to sell to the public when FanFest begins at 10:00 am. If you are planning to set up part-time or later in the day, please make arrangements with us prior to the event. Please note, the Library will NOT be able to provide change for you during the course of the day. Bring your own “bank”.
- **All vendors** should plan on having at least one person manning your space at all times to ensure the safety of your property.
- **Merchandise vendors**, your tables (please let us know how many you will need on the application) will be set up in the Synovus/CB&T Meeting Room. Tables and chairs are available for use, however, electrical cords/strips, signage, tablecloths, etc. must be provided by the vendor. No signs are permitted on the walls.
- **Food vendors** please be prepared for the bulk of your business to occur between the hours of 11:30 am – 1:30 pm. Trash cans will be provided by the Library, but we do ask that you leave your area tidy at the end of the day.
- A limited number of electrical outlets are available in the Synovus/CB&T Meeting Room; if you need access to an outlet, please let us know 2 weeks prior to the event.
- **For costume characters**, a designated changing room will be provided for you.
- **For performers/presenters**, you will be notified a few weeks out from the event with the time and location of your performance/presentation.

**Chattahoochee Valley Libraries FanFest 2015
Content Provider Application**

Business Name (if applicable):

Contact Person:

Mailing Address:

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Alternate Phone:** _____

E-mail:

Website:

Vendor Information

Name of Staff Running Your Booth:

Accepted Methods of Payment (all that apply): Cash Debit Card Credit Card

Product Description: Clothing/Accessories Crafts/Home Décor Food

Books Services Art Other _____

Space Requirements: Tables (30" x 60") _____ Chairs _____ Access to Electrical Outlet _____

Presenter/Panelist Information

Type of Content: Presentation/Panel Class/Workshop Crafts

Costume Characters Other _____

Access to a changing room? YES or NO

Hold Harmless Agreement

Vendor agrees to hold harmless and indemnify the Chattahoochee Valley Libraries FanFest, its agents, contractors, successors and assigns, from any and all claims, lawsuits and causes of action for personal injuries, theft or damage resulting from the Vendor's participation in FanFest.

Print Name: _____

Signature: _____ **Date:** _____