

Bucks County Book Festival

The Marketplace

Vendor and Community Partner Booth Guidelines

Saturday, May 3, 2024
10:00 AM – 4:00 PM

Key Dates

Event Details	Dates
Applications Open	February 15, 2025
Early Bird Registration	Ends March 1, 2025
Standard Registration	March 2 - April 1, 2025
Booth Setup	May 3, 2025 (7:00 AM - 9:30 AM)
Event Start	May 3, 2025 (10:00 AM)
Event End & Teardown	May 3, 2025 (4:00 PM - 5:00 PM)

Application Process

Applications will be open on **February 15, 2025** and will be accepted through **April 1, 2025**. Vendors who register on or before **March 2, 2025** will receive discounted pricing.

- **Rolling Review Process:** The Festival aims to review applications within **15 business days** of receipt of a complete submission and to notify applicants of their acceptance status as soon as possible.
- Once accepted, vendors must complete booth registration and payment within **5 business days** to secure their spot.

- Vendors may purchase up to **2 booths** based on their setup needs.

Application Cost: FREE

Types of Vendors Accepted:

- For the Marketplace, The Book Festival is accepting two types of vendors: **Vendors** and **Community Partners**.
- **Vendors** are vendors selling goods for sale. The Festival is especially interested in “bookish” items (such as book or literary themed gifts and goods), local artisans, grab-and-go snack foods, and family-friendly festival items. Exclusions: MLM businesses, resellers without original products, most services, and food vendors other than those listed above.
- **Community Partners** are non-profit and other community organizations supporting literacy, education and other interests in line with the Festival’s mission. Community Partners may offer information and free family-friendly activities but may not sell any goods.

Application Tips:

- Provide detailed descriptions of your business and products.
- Include booth setup images (from past festivals, if applicable).
- Complete the application in full for faster review.

Booth Costs & Registration

Once your application is approved, you can register for your booth. The Festival will determine booth placement for maximum attendee flow and enjoyment.

Registration Period	Cost per Booth Vendor	Cost per Booth Community Partner
Early Bird (before March 2)	\$100	\$50
Standard (March 2 - April 1)	\$200	\$100

Booth Details

- Booth spaces are 10' x 10'.
- Vendors are responsible for providing their own tent, table, chairs, and other materials.

- Vendors are expected to provide their own health permits, insurance, power, water and internet access, if needed by the vendor.
- Battery generators are allowed but must be safely stored, quiet, and energy efficient. Gas generators are not permitted.
- Tents must be securely weighted down with at least 20 lbs per leg to ensure safety.
- Vendors may purchase up to 2 booths.
- Displays must not block walkways.
- Tables must be covered to the ground with packing materials neatly out of sight.

Location & Layout:

- The Bucks County Book Festival will be held at Broad Commons Park at Doyle Street in the heart of downtown Doylestown.
- All booth locations will be outdoors on grass.
- The layout is designed to create a festive community setting with easy flow for vendors and attendees.
- Specific booth space requests are not accepted.

Set-Up & Dismantling Rules:

- **Set-Up Time:** 7:00 AM - 9:30 AM on May 3, 2025.
 - **Teardown Time:** 4:00 PM - 5:00 PM on May 3, 2025.
 - Early teardown is prohibited.
 - Booths must be completely removed by **5:00 PM**.
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Policies

Single-Use Plastic Ban

- Vendors must comply with all applicable laws, including Doylestown Borough's ban on single-use plastic bags. For more information, visit www.doylestownborough.net/pages/single-use-plastic-bag-ban.

Code of Conduct

- Vendors must maintain a clean and professional booth.
- Be kind and courteous to other vendors, attendees, and volunteers.
- Vendors may not walk the festival grounds with products or samples.
- Vendors must maintain their booth for the full Festival, from 10am - 4pm.
- Disputes should be brought to the attention of a Festival volunteer for quick resolution.
- Failure to comply with these rules may result in removal from the event and disqualification from future shows.

Weather Policy

- The festival will proceed rain or shine.
- In the case of extreme weather, the Festival or some portion thereof may be canceled. Vendors will be notified by **6:00 AM** on the day of the event. No rain date is available.

Refunds & Cancellations

- All fees are non-refundable, including booth fees.

Liability & Insurance

- Vendors must provide a certificate of liability insurance naming Discover Doylestown as additional insured parties.
 - Vendors are liable for their setup, materials, and any damages caused during the event.
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Vendor Checklist

- Proof of Registration
 - Certificate of Liability Insurance
 - Tent, Table, and Chairs
 - Weights for Tent (20 lbs per leg minimum)
 - Business Signage & Promotional Materials
 - Cash/Change or Card Reader for Sales
 - Snacks/Water for Personal Use
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Contact Information

For any questions, please contact the Events Committee at bcbfeventscommittee@gmail.com.