

# HOW TO APPLY FOR THE BOOK FAIR

*at The Annual Family Cafe*



We're excited to invite you to apply for a Book Fair exhibit booth space for this year's Annual Family Cafe! Submitting your application is an easy process through our event website. Follow along and let's get you ready for a great event!

## Step One

Access the **Book Fair application** by visiting [annual.familycafe.net](http://annual.familycafe.net) and clicking "Book Fair" on the navigation bar. Take a moment to **review the details**, then click the **"Apply Here"** button to get started.

**Complete only one book fair application, even if you have multiple books!**

## Step Two

Fill out the primary contact's **basic details** first. This individual will be the main **point of contact** and receive all communications from The Family Cafe. Under "Additional Information," enter your contact information as it should appear in **the event program**. Once completed, **click "Continue."** Next, enter the **name of your booth** and upload a logo if you have one. We recommend naming your booth the title of one of your books, or **"Your Name, Author."**

## Step Three

Tell us a little bit about yourself! Answer the questions on the form about your book(s), then when you get to the questions about your representatives, fill in the names and email addresses of up to **four people** who will be assisting at your booth during the event. Make sure to include the primary contact from the first page if they will be attending.

## Step Four

**Submit** your application! We will send you a **confirmation email** upon receiving it.



**We look forward to reviewing your application!**

### *Contact Information*

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Event Manager

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