

2020 Howdy Authors!

AUTHOR APPLICATION

Robert J. Kleberg Public Library

220 N. 4th Street, Kingsville, TX, 78363 • 361.592.6381

Saturday, November 21, 2020

The Robert J. Kleberg Public Library is hosting an event for local, South Texas authors to attend and showcase their works. Spaces will be available for authors to sell, sign, discuss, and read excerpts of their books. This event will be on a first come, first serve basis; no more than 15 authors can be accommodated. **This form must be completed and turned in by Tuesday, October 20, 2020.**

AUTHOR INFORMATION – PLEASE PRINT CLEARLY

(Dr./Mr./Mrs./Ms.) Name (First Last): _____

Pseudonym or Pen Name (if used): _____

Phone Number: _____

Email: _____

Address (Street address, City, TX, Zip): _____

Published Works (“Title” and Year Published): _____

Brief Biography: _____

***Please see TERMS AND CONDITIONS for more information on sending supporting documents.**

TIME SLOT REQUESTED

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All participating authors will be given a scheduled 15-minute period at the podium and microphone for Q&A's, book readings, and discussions. Please indicate below which time slot you would most like to have by writing in the blank "1", second most "2", and so on; through "5", with "5" being the time slot wanted the very least. Remember: slots are assigned on a first come, first serve basis; your desired time cannot be guaranteed.

___ 10:00 am ___ 11:00 am ___ 12:00 pm ___ 1:00 pm ___ 2:00 pm

- ☐ I would like to use my scheduled 15 minutes at the podium.
- ☐ I would NOT like to use my scheduled 15 minutes at the podium.

SUPPLIES NEEDED – PLEASE PRINT CLEARLY

Check the items you wish to utilize. Library equipment is limited; however, we will attempt to accommodate all of your material needs. If a requested item cannot be acquired, the library will notify you prior to the event.

- ☐ Table
- ☐ Chair(s) – up to 2 can be provided
- ☐ Tablecloth
- ☐ Pen or Marker
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Additional Accommodation(s): _____

TERMS & CONDITIONS

- Participation by authors in this event is by application only. The official application must be completed and returned to the library by end of business day on October 20, 2020. If more space is needed for published works and biographical information, include attachments with the additional information. The application and any additional documents may be emailed to children@kleberglibrary.com.
- Participating individuals must be authors of published book(s)–including self-published works. Works representing a variety of genres, writing styles, and audiences are welcome.
- Selected authors must attend the event and are responsible for their own set up and tear down. In addition, authors must provide the following items: exhibits, cash boxes and change, products, signage, electronic devices, credit card reader, or other items they wish to use. If authors wish to use a credit card reader, the unit must operate wirelessly, and its setup and configuration are the author's responsibility.
- The library does not endorse, promote, or spotlight any one author to the exclusion of others.
- Participation in the event does not guarantee that the author's work(s) will be added to the library's collection.

- The event coordinator will select up to 15 authors to participate in the event, on a first come, first serve basis. They can discuss their books, writing experiences and answer questions from the audience. The event coordinator will notify applicants of the selection decision.
- There will be no admission fee charged to authors or those attending the *Howdy Authors!* event. This is a free event and is open to the public.
- The library is not responsible for travel expenses, honorarium, or other participation fees incurred by the authors participating in the event.
- The event will be held in the Music Club Building of Kingsville, which is located behind the library. Space assignment is at the sole discretion of the library.
- The library will provide one (1) table per author to display their books and promotional materials and two (2) chairs for the authors and assistants if needed. Authors must bring their own books to display, sell and sign.
- All promotional items and books must fit on the provided table space and no items will be allowed to be hung or displayed on venue walls or ceiling. The library reserves the right to ask for a promotional item to be removed if it interferes with the set up or visual organization of the event.
- The library, staff, City of Kingsville, and Kleberg County are not responsible for any losses, property damage, or personal injury that might occur during the event.
- The library will not act as a sales agent, nor should the author expect the library to purchase books in bulk to sell for the author.
- Any photographs taken by library staff are for promotional use only.
- The library will not provide staff to set up, tear down, or work at the authors' tables.

SIGNATURE AND DATE

I have read and understood all of the information stated in the 2020 *Howdy Authors!* Author Application. I certify that the application has been filled out to the best of my ability. I agree to abide by the policies, rules, and requirements stated in the “TERMS & CONDITIONS” section of this application. In the event that I am unable to attend *Howdy Authors!*, I intend to give at least two weeks notice to allow for adjusted scheduling.

X _____ DATE: _____

For Library Use:

Date Application Received: ____/____/____

Selected for Event: Yes ___ No ___

Date Author Notified: ____/____/____

Confirmed Author Participation: Yes ___ No ___