



### Event Information

HCLS FAN★FEST will take place on **Sunday, April 21, 2024 from 10:00 AM to 5:00 PM at the Bay St. Louis Community Hall** (301 Blaize Avenue, Bay St. Louis, Mississippi). This is a mini-con hosted by the Hancock County Library System and is free to both the public and to participating exhibitors. This is the second year the event will be hosted off-site, with an expected attendance of 900+ people of all ages. To participate as an exhibitor:



- Submit a completed online application (available at <https://hcls.info/fan-fest>). Early consideration applications must be received by December 1, 2023. All applications received after December 1 or the confirmation of all available booth spaces (whichever is later), will be reviewed and placed on a waitlist.
- The HCLS FAN★FEST planning committee has the right to invite or refuse exhibitors, based on the library's programming goals and resources.
- Spaces will be assigned by the HCLS FAN★FEST planning committee. Booth sizes are not uniform throughout the Expo Hall but are roughly a minimum of 8'x10'.
- The library has access to a limited number of 8' long tables and will provide chairs. We recommend exhibitors supply tables for their booth space, however you may reserve a table (first-come-first served).

### Rules & Guidelines

1. Library rules of conduct and the facility lease agreement apply to all participants. Exhibitors agree to follow all posted notices, instructions, and requests of library staff.
2. Vendors may sell food, hand-crafted items, art, and publications they are authorized to sell.
3. All vendors must possess the necessary certificates and permits required by state, federal, and local laws. It is the vendor's sole responsibility for ensuring proper sales tax is applied and appropriate permits are obtained.
4. Exhibitors will remain at the event for the full duration; set-up will occur starting at 7:30 AM, with set-up complete within 30 minutes of the public start time at 9:30 AM. Exhibitors will not pack up their booth until the event has ended at 5:00 PM.
5. Supplies, equipment, and merchandise are the sole responsibility of the exhibitor. HCLS shall be held harmless from any claims or liability arising from the use of space or participation in this event.
6. Exhibitors are responsible for keeping their area clean and unobstructed during the event and removing all property after the event. Any items not removed will be discarded.
7. Exhibitors may display signage and decoration necessary to do business and inform attendees. Music and amplified sound must be approved by HCLS in advance, and the library may deny permission at any time.
8. Display or sale of obscene, illegal, or unsafe merchandise or material is prohibited.
9. Dangerous materials, including anything that may be flammable, toxic, or explosive, are prohibited. Confetti, glitter, and craft materials that could leave permanent marks are not allowed.

### Photo & Video Disclaimer

By participating in this library event, you consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of any recorded media of your appearance, voice, and name for promotion and marketing. Such use may occur for future library events and may include placement on websites, social media, news, and advertising.