



2009 Author's Corner Guidelines

CHECK-IN & SET-UP: You are located inside the building. Set-up is Saturday morning between the hours of 7am and 9am. When you arrive, please come to Rose Center's front foyer for check-in.

FESTIVAL HOURS: Saturday, Oct. 24th, 10am - 5pm and Sunday, Oct. 25th, 11am - 5pm

ADMISSION POLICY: A Mountain Makins button is your admission in and out of the festival gates and must be worn at all times. Your button will be included in your pick-up packet.

EXHIBITOR AREA: All authors can rent a six-foot table for \$10 or you can rent half of a six-foot table for \$5. Our inside space is limited so please consider sharing a table. One chair will be provided to each author.

COMMISSION: 15% of total sales before tax. To calculate, an envelope with a form will be provided in your check-in packet. A Rose Center representative will collect the money on Sunday afternoon.

PREVIEW RECEPTION: Friday, Oct. 24th from 6:30 pm - 9 pm is our Preview Reception filled with fun, food, shopping and live entertainment. The inside artists are open for people to shop their booths during this time. This is the time to get first pick of the artists' one-of-a-kind pieces. The authors do not set up until Saturday morning; this is an opportunity for you to attend our social gala. The first two tickets to Preview Reception will be offered to the authors for \$10 each. Additional tickets will be the full price of \$25 each. Please mail the appropriate fee along with the signed contract if you wish to attend one of the best art shopping galas in Morristown.

SALES TAX: If you have a TN Sales Tax Number, include the number on your contract and you will be responsible for collecting and paying the sales tax to the TN Dept. of Revenue. If you do not have a TN Sales Tax Number, a Special Event Tax Return will be provided in your check-in packet.

SECURITY: Rose Center's grounds are fenced in during the festival and a security guard is on duty at night, However, Rose Center and Mountain Makins is not responsible for any damage or loss of property.

SMOKING POLICY: There will be absolutely NO SMOKING of any kind allowed in the building during the festival weekend.

HOSPITALITY LOUNGE: Complimentary coffee, juice, and goodies will be available Saturday and Sunday mornings. The hospitality lounge is located in the Prater Hall kitchen. The hours are Saturday from 8 am - 9:30 am and Sunday from 9 am - 10:30 am.

PUBLICITY: For publicity purposes, please send a picture and a short biography about your book(s).

**Authors must provide their own money change.
Author's Corner must be manned at all times.**

Thank you for your participation!