

The Louisiana Library and Book Festival Foundation (LBF) agrees to provide amenities as listed in the SPONSORSHIP LEVELS AND AMENITIES and event space, if requested, as outlined in the DESCRIPTION OF SPACE AVAILABLE. By executing this agreement, the undersigned hereby acknowledges receipt of and agrees to be bound by the terms and conditions set forth in this document.

The Louisiana Book Festival will take place on Saturday, Nov. 1, 2025.

Please fill out form and return with logo in vector file format (.eps or .ia) **no later than Aug. 1, 2025.**

ALL SPONSORS

Sponsor name:

Type of donation: monetary in-kind

Donation value:

Donation description:

Contact name:

Phone:

Website/URL:

Email:

Physical address:

City

State

Zip

Signature of sponsor's
authorized agent:

Date:

MEDIA SPONSORS

Due date to receive LBF ad:

Run dates:

Estimated viewership:

What you need from us (specs):

TO REQUEST SPACE AT FESTIVAL

Check here to request tent space at festival

If requesting space at festival, PRINT sponsor description in ≤30 words for program and website (*subject to editing*):

Select the number of tables and chairs you need: TABLE(S):

CHAIRS:

PLEASE track the approximate number of visitors visiting your tent during the festival – we'll ask afterwards!

EMAIL AGREEMENT AND LOGO TO:
Kevin Calbert, Communications Director
kcalbert@library.la.gov

TERMS AND CONDITIONS FOR EVENT SPACE

“LBF” shall mean the Louisiana Library and Book Festival Foundation, a Louisiana nonprofit corporation, and the Louisiana Book Festival (festival) that the Louisiana Library and Book Festival Foundation will conduct in Baton Rouge, Louisiana. LBF shall have the power to interpret and enforce these terms and conditions governing sponsors, hereinafter referred to as “sponsor(s)”. All matters not covered by these terms and conditions shall be subject to the final judgment and decision of LBF. The Sponsor Agreement (Sponsor Terms & Conditions and Agreement), when properly executed, shall be a binding agreement between the two parties. Each sponsor, for itself and its employees, agrees to abide by these terms and conditions and agrees that the sole control of the event rests with LBF.

APPLICATIONS AND ELIGIBILITY

Application for space must be made on the appropriate sponsor agreement. LBF reserves the right to determine the eligibility of any exhibit for inclusion in the festival. The granting of space does not convey LBF's endorsement of the sponsor's books, merchandise, or service. LBF reserves the right to require the modification or removal of any exhibit that, in its opinion, is not in character with the festival. LBF will provide space and equipment as specified in the duly executed sponsor agreement.

DESCRIPTION OF SPACE AVAILABLE

Space on the festival site will be provided as stipulated in the sponsor levels and includes a 10'x10' freestanding tent equipped with one 8' draped table, two chairs, a wastebasket, and a name identification sign. Free wireless Internet access is available to those with wireless capabilities. **No electricity will be provided unless requested in writing on agreement.**

BOOK AND/OR MERCHANDISE SALES

Each sponsor agrees that any and all books written by featured Louisiana Book Festival authors will only be sold at full retail price. Sale price of other books or merchandise are at sponsor's discretion. **All sponsors offering any items for sale must complete a tax form (included in registration packet) and return it to the City of Baton Rouge.** The City of Baton Rouge may send agents to collect sales tax. City taxes are 5.5% and state taxes are 4.45%; sponsors do not need to register with the state or city, but must fill out the form provided upon registration.

CARE AND USE OF EVENT SPACE

LBF will arrange for cleaning of aisles/walkways and removal of trash throughout the day; sponsors may not place anything in aisles/walkways during festival open hours. Sponsor agrees to keep its space in good order. The sponsor may not assign or sublet any space allotted to it and may not advertise or display goods other than those sold by it in the regular course of business. The space assigned to the sponsor is for its own exclusive use and may be used only for the display and sale of its goods and services.

OPERATING AND VACATING HOURS

The sponsor agrees to maintain and operate space between the official opening and closing hours of the festival, as posted on the official festival website. This means that the sponsor will register at Exhibitor Registration between **7:00 and 9:00 a.m.** the day of the festival and will maintain and operate space until **at least 4:00 p.m.** and no later than 6:00 p.m. that same day. Upon vacating, sponsor will completely clear contents from space.

SECURITY

LBF will furnish watchmen on a 24-hour basis. The furnishing of said watchmen shall neither be deemed to imply any liability on the part of LBF, its volunteers, or representatives, nor to modify in any way the assumption of risk and release provided for below. All property of the sponsor will remain under the sponsor's custody and control at all times.

DISCLAIMER

The sponsor agrees to indemnify and hold harmless LBF and its affiliates, officers, members, and agents from any damage, liability, or expense arising or incurred from any loss or injury to any property or person, including the sponsor, its agents, employees, and business invitees, which arise from or by reason of the sponsor's occupancy and use of the exhibition premises or a part thereof. The sponsor is encouraged to insure itself against property loss or damage and against liability for personal injury at its own expense.