The 2023 Downtown Issaquah Association Historically Hip Local Author Fair Vendor Guidelines

The Historically Hip Local Author Fair (HHLAF), hosted by the Downtown Issaquah Association, is a one-day, juried event for local book authors to sell their books directly to the public. To maintain a high-quality, family-friendly environment for all participants, all selected authors (called "vendors" in this document) agree to follow guidelines below.

- Have a current Washington State business license with the ability to operate in Issaquah, WA per Issaquah Municipal Code: Business Licenses 5.02.080. In particular, read section 5.02.080B1 to determine whether you also need a City of Issaquah business license.
- Adhere to current health and sanitary procedures as outlined by the King County Public Health Department.
- Sell only books and only the books with the same content and cover art that were accepted in the HHLAF application and jury process. DIA will verify displays against the author submission and reserves the right to require any book or promotional material to be removed from display at the event. The vendor may not sell any merchandise, artwork, or other products, even if related to the book(s) on sale. However, the vendor may give away promotional flyers, postcards or bookmarks, provided the content of those items is suitable for viewing by fair visitors of all ages and meets all other relevant guidelines in this document.
- Promote the HHLAF markets through their networks and social media.
- Cooperate with each other, demonstrate respect to shoppers and DIA staff, including: Practice patience and understanding to customers, vendors, and DIA staff. Demonstrate sensitivity to people of all ages, ethnicities, and diversities. Treat customers with courtesy, respect, and honesty.
- Assist other vendors whenever possible and treat other vendors and their property with respect.
- Vendors are responsible for providing, setting up and maintaining their own table, chairs, equipment, and book inventory. Tables should be setup and ready for sale at the time the Fair opens. Vendors will handle their own sales transactions, including collection of appropriate sales tax and subsequent reporting and payment to the Washington State Department of Revenue.
- If participating in the program with a reading or talk, the author must be ready to begin and end at the designated time or when signaled by the program emcee. No A/V equipment may be used except for a microphone if provided. All program content must be suitable for an all-ages audience.
- Vendors will wear clothes that are non-offensive and help promote a professional atmosphere. Wearing of or use of items that violate the anti-hate crime laws, promote political parties, causes, or individuals are not permitted. Vendor shall not use or condone profanity or vulgarity towards any other person, either by actions or language.
- No smoking or any kind of open flame is permitted. No vendor may be under the influence of any drugs or alcohol while participating at the market; or use prescription or over-the-counter drugs that impair their ability to participate in a safe manner.
- Treat DIA and volunteers with respect and understanding. Notify DIA immediately of any unsafe conditions. DIA staff or Representative has the right to remove or deny any vendor who does not comply with these guidelines or whose conduct is disruptive or harmful to the integrity of the HHLAF. Grievances, complaints, or suggestions should be discussed with the DIA staff or person in charge that day.
- Vendor must keep all book inventory and display materials within their assigned area. Vendor must remove all materials from the venue and leave a clean area at the end of the fair. Any materials left behind become the property of DIA and may be disposed of at the expense of the vendor.

Questions, please contact: execdirector@downtownissaquah.com