



TAKE 190 WEST 2012
GENERAL AUTHOR APPLICATION FORM
 EVENT DATE: MARCH 3

Name	
Company Name (if applicable)	
Address	
City/State/Zip	
Telephone	
E-mail	
Publisher(s) (list the publisher(s) of all of your works during the last 7 years)	
Genre	

One table and two chairs will be provided free of charge. Authors may only sell their own works and are responsible for providing the inventory to be sold OR please notate if your books are sold by a retailer or publisher. Authors are responsible for managing the sale of their own materials. A limited number of spaces will have access to electricity. Please indicate if you will need electricity: Yes No

You will be notified by email once your registration forms have been received and processed. Acceptance of application for independently-published or self-published authors will be based upon a review of the author's work; authors whose works contain an egregious number of typographical, grammatical and punctuation errors will be declined. Mail all application packets to:

Take 190 West/City of Killeen
 Attn: Author Applications
 3601 S. WS Young Drive
 Killeen, TX 76542
 (254) 501-3888
 ckuehl@ci.killeen.tx.us



TAKE 190 WEST 2012
RELEASE AND ACKNOWLEDGEMENT

I (hereinafter “Booth operator”), in consideration for having a booth at the Killeen Take 190 West Festival, hereby release and forever discharge the City of Killeen, its employees and elected officials and the members of the Take 190 West Steering Committee from any responsibility or liability for loss, claims, damages, theft, injury, or accident from activities conducted in preparation for, during and immediately following the Take 190 West Festival. The scope of this release extends to matters known now and those that become known in the future.

Booth operator agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by the Take 190 West Steering Committee or the City of Killeen. Booth operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator assumes full and complete responsibility and will hold harmless the City of Killeen, its officers, council members, directors, servants, agents, employees, and volunteers from any loss, lost profits, damage or injury to the person or property of Booth Operator or Booth Operator’s agents, customers or invitees.

It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities, and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the festival without a refund of any fees paid.

Additionally, I hereby authorize the City of Killeen to reproduce any of the images submitted as part of this application for the sole purpose of advertising and/or promoting this event.

I have read the content of this document. I execute this document voluntarily, and I specifically affirm that I understand all matters set forth herein.

Signed:

Booth Operator

Date

Printed Name of Booth Operator



TAKE 190 WEST 2012 EVENT DETAILS FOR AUTHORS

Date & Time	<p><u>Artists' Preview Party: Friday, March 2, 2012, 6:00 p.m. - 9:00 p.m.</u></p> <p><u>Public Event: Saturday, March 3, 2012, 10:00 a.m.- 4:00 p.m.</u></p>
Event Description	<p><i>Take 190 West</i> is Killeen's week-long salute to the arts and is a partnership between the Killeen Convention and Visitors Bureau, the City of Killeen, and the Killeen Independent School District. Planned events for 2012 include:</p> <ul style="list-style-type: none"> • The Artists' Preview Party • Book signings by local, state and nationally-known authors • A sculpture contest featuring professional sculptors from Texas and beyond • The KISD student Art Show. <p>An invitation-only preview party will be held on Friday, March 2, 2012, from 6:00 to 9:00 p.m. The Saturday event will be open to the public free of charge.</p>
Hospitality	<p>A delicious array of gourmet finger foods will be available during the preview party, and all authors are invited to attend. Breakfast pastries, lunch and beverages will be provided on Saturday for your convenience.</p>
Deadlines	<p>Application and release forms are due no later than November 15, 2011.</p>
Marketing	<p>We will be advertising throughout central Texas via television, radio, and billboard. Additionally, direct mail will be distributed to select community members.</p>
Rules	<p>Authors may only sell their own works and are responsible for providing the inventory to be sold. Authors are responsible for managing the sale of their own materials.</p> <p>Each author must be available for signing and selling their works from 10:00 a.m. - 4:00 p.m. on Saturday, March 2. Author tables may not be abandoned prior to 4:00 p.m. on Saturday unless an earlier departure time has been approved in writing by the Take 190 West Steering Committee.</p>
Set up & take down	<p>Authors may set up their tables starting at 8:30 a.m. on Saturday. Set-up must be completed by 10:00 a.m. Tear-down will start at 4:00 p.m. on Saturday, March 3, 2011.</p> <p>Vendor vehicles may be parked in the loading zones near the doors of the Convention Center for unloading and loading only. Vehicles must be moved out of the loading zone immediately after unloading or loading. No vehicles will be allowed in the loading zones between 10 a.m. and 4:00 p.m. on Saturday, March 3.</p> <p>The City of Killeen will not be responsible for any losses or damages that occur in or around the Killeen Civic and Conference Center.</p>