



April 26, 2024

Dear Benicia Literary Arts' members:

I want to make sure you know that we have rented space at the Bay Area Book Festival on Sunday, June 2<sup>nd</sup>. The booth will be open from 11 am to 5 pm. We will be offering books for sale and our members can sell their books at the booth as well. You don't have to sell books to participate!

Being at the festival will be a real treat. We can see what is going on in the world of books and meet other booklovers.

We do need to know who wants to be there on that day and if you want to sell books. Also, if you would like to sell your books but can't be there, let us know that as well. While we hope that those who have books to sell will be there to promote their books and help staff at the booth, we will try to help those who can't attend.

Following are all the details you need. Please let us know if you are in or if you have questions.

Bay Area Book Festival - Outdoor Fair 2024

Sunday, June 02, 2024

11:00am - 5:00pm

Martin Luther King Jr. Civic Center Park,

21. 51 Martin Luther King Jr Way,

Berkeley, CA 94704

We are going to have an eight-foot table and 4 chairs available. If you want to bring a chair of your own that is okay. If you have any flyers or signage, please feel free to bring those as well. Things like water, food, personal items are each participant's responsibility. Be aware that there is usually a breeze which can get strong and cold so be sure to bring or wear appropriate clothing.

A cash box and a receipt book will be available for cash transactions. You can sell your own books, of course, handling the transaction yourself in any way you want. BLA will have a cash box and will take checks. We also can use a Square app to take credit cards. If we

handle a credit transaction for your book, we will send you a check minus the Square fee. There will be some cash in the cash box for making change. Checks should be made out to the author and who is responsible for collecting sales tax. A receipt will help track sales.

Each person who plans to share the table should meet with us shortly before the event. We will plan a meeting and notify all participants. Please bring a list of items/books you will be selling along with a price for each item. The prices should be printed so the list can stay on the table, and everyone will know the price. This first meeting is to get everyone together and decide on times for staffing the table, so that we all get a chance to see the rest of the booths. We would appreciate it if each participant could spend an hour at the table taking questions and hopefully selling some books.

To do the setup, Ken Weichel and Lois Requist will be at the fair at 10 am and at the close at 6 pm to pack up. Ken is willing to take books with him, or the authors can come and pick up their items.

We are excited to have a table at the fair this year and look forward to hearing from other interested parties.

Lois Requist, President

Ken Weichel, Androgyne Books, Member of the Board of Directors and in charge of this event

Benicia Literary Arts