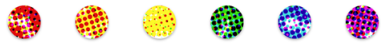


Rainbow Book Fair



The Ninth Annual Rainbow Book Fair
John Jay College of Criminal Justice
524 W. 59th Street, New York, NY 10019
Saturday, April 29, 2017, 12:00 – 6:00pm
E: NYRainbowBkFair@yahoo.com
W: RainbowBookFair.org

WHAT YOU NEED TO KNOW

This year's fair will place on Saturday, April 29, 2017 from 12:00pm to 6:00pm at John Jay College, 524 W. 59th Street, just west of 10th Avenue. This year, we are expanding into two large well-lit adjacent spaces: Hound Square Center, a bright large student activity area easily reachable by stairs or escalators, and the student cafeteria area we were in last year. There will be volunteers to help you find the space when you arrive. To get into John Jay, you need to have a valid photo ID.

Set up time for venders will start at 10:30 am. Please do not try to set up before 10:30 am. Also, please do not try to claim tables – all tables are assigned. If you have a problem with a table assignment, please see one of the coordinators and they will assist you.

PARKING AT JOHN JAY COLLEGE

Discounted nearby parking is available through SpotHero.com.

ACCOMODATIONS

If you have not booked NY accommodations yet, we suggest you do so immediately. We recommend Hotels.com, or Airbnb.com.

SHIPPING BOOKS TO JOHN JAY COLLEGE

Please label all boxes of books with the following address, and include your press/table name clearly on the label:

John Jay College
Attention: Prof. Kevin Nadal – RBF
524 West 59th Street
New York, NY 10019

The mailroom is closed on Saturday. Send your books through a traceable service (like UPS or FedEx), and arrange that the books will get to John Jay College no later than Friday, April 28, 2017.

SHIPPING BOOKS TO JOHN JAY COLLEGE (CONT.)

Don't forget to mark your name or your press's name on several sides of the box (to make it easier for the folks during set-up), and place the following information outside the address label: "For Rainbow Book Fair, Saturday, April 29, 2017."

INHOUSE BOOK VENDOR – Bureau of General Services, Queer Division

If you are a presenter (reader, panelist, etc.) at the 9th Annual Rainbow Book Fair, and your books will not be available on a table by your press, then please let us know ASAP so we can have Donny or Greg in NYC order copies of your latest. The Bureau, located at the LGBT Center on W. 13th Street will be the vender at large for this year's fair. Give us the title, ISBN, and the press and/or distributor from which bookstores would normally obtain copies.

FOOD

Rainbow Book Fair will have some snacks (like fruit, coffee, and doughnuts) available free for participants at the set up time for the fair. John Jay College is only a short walk from numerous restaurants, and there are also food vendors inside the school itself.

WALLS

John Jay College does not allow anything on the walls. Do not put anything up on the walls, either with tape, tacks, or even spit. Also, please do not block the visibility of other vendors by putting up posters or displays on your table that will make it hard for fair-goers to see the tables of the vendors next to you or behind you. This is very important. Posters that block the views and selling spaces of other vendors will be removed.

CLEANING UP & SHIPPING OUT

You CANNOT leave copies of books at John Jay for the fair's staff or the college to ship out. Please take all books with you. There is a FedEx office center at 303 W 56th St New York, NY 10019, that is open until 6 PM, and a UPS store at 888-C 8Th Ave, New York, NY 10019 also open until 6 PM. There are numerous FedEx and UPS locations all over NYC, and some of them close later on Saturdays. You can find out their locations easily through Google [HERE](#).

VOLUNTEERS

We will have volunteers at the Rainbow Book Fair. If you need someone to staff your table while you are on a panel or presenting, let us know.

VOLUNTEERS (CONT.)

Our volunteers will be wearing a sticker that says "RBF Volunteer" so you can identify them. Speaking of volunteers, we'd like to reward them by giving them a selection of free books. So, if you have extra books that you don't want to schlep home, then please give them to a volunteer or one of the Rainbow Book Fair coordinators who will come by toward the end of the fair to collect them. Please feel free to be generous.

FREE WI-FI

John Jay College will provide FREE Wi-Fi access to all Rainbow Book Fair attendees!

Network: JJay-Guest
Username: cuny
Password: cunycuny

SALES TAX

Numerous vendors have asked us about charging sales tax at the fair. If you don't live in New York State, then you won't have to collect NY State sales tax on cash transactions. If you sell your books through a credit card device with a merchant account (like the Square), then you will have to charge sales tax. If you live in NY state and sell your books through cash sales alone, then how you report your earnings to NY State will be determined by your past history.

AFTER PARTY

There will be an after party from 6:00pm – 7:00pm in the Faculty Dining area, adjacent to the Cafeteria area and close to Hound Square Center, open solely to exhibitors and Friends of the Rainbow Book Fair. We'd love to have you there if your schedule permits it. There will be wine, some party snacks, and time to mingle with the fair coordinators and volunteers. Your books will be secure during this party.

CONTACT

To reach out to members of the Rainbow Book Fair coordinating staff, go to our website: RainbowBookFair.org.

You can also email us directly at: NYRainbowBookFair@yahoo.com or RBFSocialMedia@gmail.com.

For contact on the day of the fair ONLY, call: 646-641-7286 or 917 301 3417.

ONE MORE THING

Promote your presence at the Fair. Put it on your Facebook page, on your website, in your local media, everywhere that you can promote it. We can promote the fair as best we can, but we need your help too. And it all adds up!

THANK YOU

We'd like to thank you for being part of the biggest LGBT book event in the U.S in our great new venue! We are looking forward to your excitement, participation, and involvement.

Rainbow Book Fair would not be possible without the help and support of our brilliant sponsors. Thank you to everyone who has been a sponsor over the past eight years.

Coordinators of the Rainbow Book Fair:

Daniel Kitchen
Perry Brass
Sarah Chinn
Robert Woodworth
Amy Washburn

Email: NYRainbowBkFair@yahoo.com

Website Developer & Social Media Manager:

Jonathan David Smyth

Email: RBFsocialMedia@gmail.com

Volunteer Director:

Johnathan Morpurgo

Rainbow Book Fair is a project of CLAGS.



Clags.org | RainbowBookFair.org | [#RainbowBookFair](https://twitter.com/RainbowBookFair)