

## PORTLAND BOOK FESTIVAL (“PBF”) COVER TO COVER PARTNER TERMS AND CONDITIONS

Consideration and inclusion of your PBF Cover to Cover program is contingent on you, the PBF Cover to Cover Partner (as referred to herein, “**you**”, “**your**”, or “**PBF Cover to Cover Partner**”), agreeing to the below terms and conditions (“**Terms and Conditions**”). These Terms and Conditions, which Literary Arts, Inc. (as referred to herein, “**we**”, “**us**”, or “**our**”) requires of all PBF Cover to Cover Partners, ensure each PBF Cover to Cover Partner commits to acknowledging and promoting its relationship to PBF Cover to Cover. With your support, we are excited to offer diverse and engaging literary programming around PBF, all around Portland.

Each PBF Cover to Cover Partner agrees to the following:

1. Upon acceptance of your submission, we will promptly provide the PBF Cover to Cover logo (the “**Logo**”). PBF Cover to Cover Partners will feature the Logo on all marketing materials that you produce and on any slideshows to be used at PBF Cover to Cover events, subject to our advance approval, not to be unreasonably withheld, of such marketing materials and website designs before they go public. You can simply email [alberto@literary-arts.org](mailto:alberto@literary-arts.org) a copy—e.g., posters, cards, artwork, screenshots—for us to review and approve, confirming that official wording and/or the PBF logo has been applied. Examples will be provided.
2. PBF Cover to Cover Partners must submit their own descriptions and information for their event listing in the PBF program and on our website. The deadline and formatting requirements will be shared with your primary contact upon proposal acceptance.
3. We will advertise/market accepted events as an official part of PBF on social media and on our website. PBF Cover to Cover Partners agree to use our hashtag (#PDXBookFest); to tag us @literaryarts on Facebook, Instagram, and Twitter; to add us as a cohost on any Facebook partner events for PBF Cover to Cover; and to generally cross-promote your event with your community of followers and ours.
4. PBF Cover to Cover Partners agree that official PBF materials (programs, materials, etc.) may be distributed free of cost to their program audiences. PBF Cover to Cover Partners will collect these materials from our office before the events, on a mutually agreed upon date/time.
5. We reserve the right to send an official photographer to document your event.
6. PBF Cover to Cover Partners may not connect their sponsors to the PBF at large, but only to the individual PBF Cover to Cover event. PBF Cover to Cover sponsors must be disclosed to us no later than 5 (five) business days in advance of the PBF Cover to Cover event to avoid conflicts with our sponsors.
7. PBF Cover to Cover Partners agree to state at the beginning of their program that the event is a PBF Cover to Cover event and share the PBF date and location. PBF will provide this language in advance of the PBF Cover to Cover event.
8. We do not permit, and will not approve, PBF Cover to Cover events that are fundraisers or that ask for donations.
9. PBF Cover to Cover Partners agree that all PBF Cover to Cover programs will be open to the public, whether ticketed or for free admission.

10. Each PBF Cover to Cover Partner must take responsibility to adhere to local, state, and/or federal COVID-19 guidance and restrictions regulating live events.

AGREED AND ACCEPTED

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_