



SAVE THE DATE!
Saturday, Dec. 13, 2025
11 a.m. - 3 p.m.



Fort Myers Regional Library
2450 First St., Fort Myers, FL 33901

Friday, August 22, 2025

Greetings:

We invite you to participate as an exhibitor at Fandom Fest, a free, all-ages celebration of comics & pop culture! The event will take place on Saturday, Dec. 13, 2025, from 11 a.m. to 3 p.m. at the Fort Myers Regional Library in downtown Fort Myers. The Lee County Library System produces this family-friendly community event each year to promote literacy and library services in a fun way.

The festival's mission is to promote comics and pop culture to support literacy for all ages and present the library as a primary place for connection, creativity, self-expression, and learning. The event is expected to attract hundreds of attendees who come to enjoy the live entertainment, cosplay and art workshops, crafts and activities, costume contests, character meet-and-greets, hands-on tech demos, video games, bounce houses, food and merch!

As an exhibitor at our event, you would have the opportunity to sell merchandise or present an engaging craft or activity to the attendees. You'll gain exposure to a wide range of participants and benefit from brand impressions through the festival's publicity.

Space is limited, so apply early! The earlier you respond and commit to the festival, the better your chances of getting approved. Committee review will take place after an application is submitted, after which you will be informed about your confirmation status to participate.

Exhibitor spaces will incur a charge, or you can waive your payment by donating four in-kind items from your shop towards the Costume Contest prize bags. Payment for your space must be received by October 15, 2025. Prizes must be received by November 3, 2025. You will be notified of your approval by October 1, 2025.

Please complete the attached application form and return it by **September 15, 2025**.

We look forward to your participation!

Sincerely,

Bibi Cruz
Fandom Fest Vendor Coordinator

Fandom Fest Exhibitor Rules

Guidelines for Participation:

- All exhibitor activities must be related to literacy or the arts through comics, pop culture, or fandoms.
- Exhibitors **may not conduct fundraising** for their organization or any organization other than the library.
- The festival reserves the right to refuse a space to any exhibitor whose merchandise/mission is not in keeping with the festival mission: promoting comics and pop culture to support literacy, connection, creativity, self-expression, and learning.
- All costumes and items sold must be family-friendly in nature.
- The festival will occur regardless of inclement weather.
- If licensing is required by the City of Fort Myers, it will be the exhibitors' responsibility to obtain.

Exhibit Space:

- Exhibitors receive either a 10'x10' booth space or a covered area with a 6' foot table and two chairs. Modifications to this set up may be available upon request, limited to space availability. Exhibitors bringing a tent must use a minimum of 20 lbs. of weight on each leg, for a total of at least 80 lbs. of weight.
- There is a fee of \$40 for your space, or you can provide four in-kind donations of any items from your store towards the costume contest prize bags.
- Water hook-up is not available.
- Library Wi-Fi internet service will be available.
- Exhibitors are required to supply enough staff to sufficiently operate the space for the duration of the event. Volunteers are not provided to relieve exhibitors for breaks or lunches. Food and beverages are available for purchase.
- Exhibitors will be responsible for trash removal from the space and the immediate area surrounding the space. All trash must be removed during load-out.
- We cannot guarantee the availability of carts or hand trucks, so please bring your own if one is required.

Space Assignment:

- Once approved for the festival, locations will be assigned according to festival needs. Notification of site location and a festival site map will be sent approximately two weeks before the festival.

Load In/Out:

- Load-in begins at 8:30 a.m. and is to be completed by 10 a.m. on the day of the festival. Vehicles are not permitted on festival grounds after 8 a.m. on the day of the festival.
- Load-out begins at 3 p.m. on the day of the festival. Vehicles are not permitted on festival grounds until after 3:15 p.m.

Inspection:

- There will be an inspection of all exhibitor areas around 10 a.m. on the day of the festival to ensure that everything is to the satisfaction of the exhibitors and festival representatives.
- Festival representatives will conduct a final inspection of the exhibitor area at the end of the day. Areas needing clean up by City of Fort Myers staff will be billed accordingly.

Sales Tax:

- The Lee County Library System is not responsible for collection of sales tax and tax payment to proper authority on goods sold by exhibitor.

Fandom Fest Exhibitor Rules, *continued*

Parking:

- Exhibitors may not park a vehicle, trailer or cart in their space. Vehicles are not permitted on festival grounds.
- Free parking is available on the weekends along downtown streets. Parking is also available at the Main Street Garage. There is a nominal fee to park for the entire day in the parking garage.
- The festival is not responsible for parking tickets received by exhibitors or volunteers.

Prizes

- Donations of prizes for costume contest winners should include age-appropriate, fandom-themed items suitable for either pre-k, kids, teens, or adults.
- Questions about prizes can be directed to **Bibi Cruz** at bacruz@leegov.com.
- Library staff may request alternative donations or request payment if prize donations are deemed inappropriate for the event.

Cancellation:

- Cancellations will forfeit all fees. Refunds will not be issued.
- Cancellations without notice may be subject to restrictions against participating in future library events.

Event Contact:

Melissa Baker

Fandom Fest Coordinator

Address: 2201 Second Street, Suite 400, Fort Myers, FL 33901

office: (239) 533-4832

email: MBaker@leegov.com

web: www.leelibrary.net/fandomfest

Return completed application below to:

Bibi Cruz

Fandom Fest Vendor Coordinator

Address: 2201 Second Street, Suite 400, Fort Myers, FL 33901

office: (239) 533-4806

email: BCruz@leegov.com



Application for Exhibitor Booth

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website/Social Media Handle: _____

SET-UP DETAILS

How many tables will you need? ☐ ONE ☐ TWO ☐ MORE _____

Will you be providing your own tent? ☐ NO ☐ YES (Requires a *minimum* of 20 lbs. of weight on each leg)

Will you be selling merchandise? (If yes, then list items/types of merch you will be selling.) ☐ NO ☐ YES

What other activities or crafts will you be providing at your booth? _____

COSTS

Quantity		Fees	Amount Due
_____	10' x 10' outdoor space or 6' table	\$40.00	_____
_____	I will donate 4 prizes to waive fees.	\$0	_____
_____	10' x 10' Non-profit booth	\$0	_____
_____	Late Fee (If paid after Oct 15, 2025)	\$20.00	_____
Total Amount Due			_____

PAYMENT and PRIZES:

Payment will be due upon the approval of the committee. Payment must be received by Oct. 15, 2025.

Prizes must be received by November 3, 2025. Please let us know what prizes you are donating.

Check #: _____ Check Amount: \$ _____ Please make check payable to "LCLS-Fandom Fest."



Application for Exhibitor Booth, *cont.*

Items Being Donated as Prizes: (if applicable)

Item	Age

EVENT DETAILS

Location: Fort Myers Regional Library, 2450 First Street, Fort Myers, FL 33901

Date and Time: Saturday, December 13, 2025, from 11 a.m. – 3 p.m. (Set up and ready for inspection by 10 a.m.)

INDEMNIFICATION AGREEMENT

I voluntarily agree to indemnify and hold harmless Lee County, its departments and employees, including the Lee County Library System and its employees, from and against all claims filed on behalf of any person or legal entity arising from my use of the premises, or from any activity permitted by me in or about the premises, or the performance of any agreements on my part or by my agents, contractors, employees or licensees, from and against all costs, expenses, liabilities and attorney's fees arising from the use of the premises in conjunction with the identified program. I understand and agree Lee County, including its departments and employees, is not responsible for any items or materials I may leave at or in the facility. I also agree to adhere to and abide by all Lee County regulations, including adopted Lee County Library System Policies, in conjunction with the use of the premises.

Signature: _____ Date: _____

Return completed application to the address below or email to: bcruz@leegov.com

Staff Use:

Payment Received on: _____

Check #: _____

Check Amount: _____