



SAVE THE DATE!
Saturday, Dec. 12, 2026
11 a.m. - 3 p.m.



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

Thursday, September 17, 2026

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. 12, 2026, 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, games, and 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. Applications will be reviewed for relevance to comics, pop culture, fandom, literacy, art, or creativity. The committee will do its best to have an overall variety and balance of exhibitors. Feel free to include 2-4 photos of your booth, merchandise or event setup. Food, beverage and/or snack vendors will not be considered for an exhibitor space.

Exhibitor spaces will incur a charge. Once approved, exhibitors will receive payment instructions. Payment must be received no later than October 30, 2026, to reserve the assigned space. You will be notified of your approval by October 15, 2026. Please complete the attached application form and return it by **October 1st, 2026.**

We look forward to your participation!

Sincerely,

Bibi Cruz
Fandom Fest Exhibitor 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 fundraise** 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.
- Costumes worn and items sold must be family-friendly in nature. **NO realistic looking weapons, 3D or otherwise, may be sold. Costumes with real or realistic looking weapons, hate speech, or lack of clothing (shoes, tops, bottoms) are prohibited. NO masks are allowed.**
- The festival will occur regardless of inclement weather.
- Exhibitors are responsible for ensuring that all merchandise complies with applicable copyright, trademark and licensing laws.
- 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 for a tent 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 supply and 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 \$50 for your space and is non-refundable. Non-profits will not incur a fee.
- Booth sharing or subleasing is not permitted unless approved in advance by festival staff.
- Water and Electricity hook-up are not available.
- Library Public Wi-Fi internet service will be available throughout the campus.
- 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 from our food trucks.
- Exhibitors will be responsible for trash removal from the space and the immediate area surrounding the assigned space. All trash must be removed during load-out.
- We cannot provide carts or hand trucks and suggest bringing your own, if 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 between 8:00 - 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 9 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.

Parking:

- Exhibitors may not park a vehicle, trailer or cart in their space. Vehicles are not permitted on festival grounds, unless approved as part of your group.
- 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.
- Disability Parking is available in the Fort Myers Regional Library parking lot with a valid permit.
- The festival is not responsible for parking tickets received by exhibitors or volunteers.

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.

Social Media Permission:

- The Lee County Library System may photograph or video exhibitor booths during the event for promotional purposes.

Event Contact:

Judi Alvarado

Fandom Fest Coordinator

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

office: (239) 533-4808

email: JAlvarado2@leegov.com

web: www.leelibrary.net/fandomfest

Return completed application below to:

Bibi Cruz

Fandom Fest Exhibitor Coordinator

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

office: (239) 533-4806

email: jalvarado2@leegov.com and bcruz@leegov.com



Application for Exhibitor Booth

Name: _____

Business: _____

Address (including City, State and Zip): _____

Phone: _____ Email: _____

Website/ social media: _____

Facebook: _____ Instagram: _____

SET-UP DETAILS

One Table and two chairs are provided for your vendor space. Please let us know if you need more.

Table Request*

- ☐ One 6-foot table ☐ Two 6-foot tables ☐ More than two (please specify): _____
☐ Do not require, will provide my own

Space Preference*

- ☐ Outdoor Covered Space
☐ Outdoor 10x10 Tent Space

(I will provide my own tent and required weights of at least 20 lbs. per leg.)

Please Note: Outdoor tent spaces are limited and will be assigned based on festival needs, space availability, and the order in which completed applications are received. Selecting an outdoor tent space does not guarantee you will be assigned that space.

Describe your booth/ space in 2-3 sentences and list any activities you will be providing:

Why do you want to participate in Fandom Fest?

First time?

- ☐ First-time exhibitor
☐ Returning exhibitor

<u>COSTS</u>		Fees	Amount Due
Quantity			
_____	10' x 10' outdoor space or 6' covered area	\$50.00	_____
_____	10' x 10' Non-profit booth	\$0	_____
_____	Late Fee (If paid after Oct 30, 2026)	\$20.00	_____
Total Amount Due			_____

PAYMENT
 Once approved, exhibitors will receive payment instructions. Payment must be received no later than October 30, 2026, to reserve the assigned space.

- ☐ Select if paying by check. Please make check payable to **“LCLS-Fandom Fest.”** Do not mail in until approved.
- ☐ Select if requesting Online Payment Link. It will be sent by email if selected and after Oct 1, 2026.

EVENT DETAILS

Location: Fort Myers Regional Library, 2450 First Street, Fort Myers, FL 33901
Date and Time: Saturday, December 12, 2026, 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:
Library Administration
Attn: Bibi Cruz
2201 Second Street, Suite 400
Fort Myers, FL, 33901

Staff Use:
 Payment Received on: _____
 Check #: _____
 Check Amount: _____

You can also email it to: jalvarado2@leegov.com and bacruz@leegov.com