

PRINTERS ROW LIT FEST 2026: KEY INFORMATION

EXHIBITOR KEY INFORMATION

The list below highlights important exhibitor information for Near South Planning Board's annual Printers Row Lit Fest event, including deadlines, scheduling, and key terms and conditions call outs. It is provided for convenience only and does not replace the [full Exhibitor Terms & Conditions \(pages 2-5\)](#), which governs participation

EVENT DETAILS

- Dates: Saturday & Sunday, September 12–13, 2026
- Public Hours: 10:00 AM – 6:00 PM (both days); *FREE event*
- Location: Printers Row, Chicago, Illinois

APPLICATION & ACCEPTANCE

- Application Deadline: Friday, May 15, 2026 (11:59 PM CDT)
- Submission of an application does not guarantee acceptance; applications are considered complete only when full payment is received
- Priority consideration is given to bona fide booksellers
- Acceptance notifications will be sent by June 1, 2026
- Near South Planning Board (NSPB) reserves final approval rights

BOOTH OPERATIONS

- Booths must be staffed continuously during festival hours
- Exhibitors must operate only within assigned space (i.e. under a tent and/or at assigned table(s))
- Early breakdown before Sunday at 6:00 PM is strictly prohibited
- Alcohol, food distribution, personal tents/canopies, and unapproved amplified sound are not allowed

LOAD-IN & LOAD-OUT

- Load-In: Friday evening, September 11 from *5:30 PM - 8:30 PM (advance request required, limited availability)
- Load-In: Saturday, September 12 from 6:00 AM – 9:30 AM
- Load-Out: Sunday, September 13 from 6:00 PM – 8:30 PM
- All exhibitor materials must be removed by 8:30 PM Sunday

WEATHER & SECURITY

- Event takes place rain or shine
- Exhibitors are responsible for protecting merchandise from weather
- General overnight security is provided; NSPB is not responsible for loss, theft, or damage

PAYMENTS, CANCELLATION & REFUNDS

- If an application is not accepted, all fees are refunded in full
- Cancellation within 7 days of applying: refund minus \$25 administrative fee
- Cancellation by June 1, 2026: 90% refund
- Cancellation from June 2 - July 1, 2026: 50% refund
- Cancellation after July 2, 2026: no refunds
- All payments are non-transferable and may not be credited to future events

PRINTERS ROW LIT FEST 2026: TERMS & CONDITIONS

1. EVENT OVERVIEW & ACCEPTANCE

Printers Row Lit Fest 2026 (“PRLF”) is produced by Near South Planning Board (“NSPB”) and will take place on Saturday, September 12 and Sunday, September 13, 2026, in Chicago, Illinois. The festival is free and open to the public from 10:00 AM–6:00 PM each day.

Submission of an application does not guarantee acceptance. NSPB reserves the right, at its sole discretion, to accept or reject any application, limit exhibitor categories, or modify space allocations.

These Exhibitor Terms & Conditions, together with the approved application and Exhibitor Manual, constitute a binding agreement between the exhibitor and NSPB.

2. EXHIBITOR RESPONSIBILITIES & ON-SITE RULES

Exhibitors agree to sell or distribute books or approved literary-related materials appropriate for a family-friendly audience and to operate only within their assigned space (i.e. under a tent and/or at assigned table(s) and not to be interfering with visibility of and/or access to other exhibitors).

Exhibitors must comply with the following on-site rules:

- Booths must be staffed continuously during festival hours.
- All pre-approved activity by NSPB, sales, and giveaways must occur within the assigned space. An exhibitor may not stand away from their assigned booth/table space or in front of other exhibitors distributing materials and/or directing traffic to their space.
- Walkways, fire lanes, and neighboring spaces must remain clear at all times.
- Staff must be 16 years of age or older.
- Alcohol is not permitted in exhibitor spaces.
- Distribution of food or beverages is prohibited unless approved as a permitted food vendor.
- Amplified sound is not permitted unless expressly approved for sponsor spaces.
- Personal tents, canopies, or umbrellas are not permitted under city permit and fire code.
- Exhibitors may not break down or leave their space early before the official close at 6:00 PM Sunday.

NSPB reserves the right to require removal of any materials or activities deemed unsafe, inappropriate, or non-compliant.

3. WEATHER, SECURITY & RISK ACKNOWLEDGMENT

PRLF takes place rain or shine. Exhibitors are responsible for protecting their merchandise, equipment, and materials from weather conditions, including rain, wind, and overnight moisture or condensation.

General overnight security patrols are provided throughout the festival footprint by a 3rd-party security company authorized by the City of Chicago; however, security is not stationed at individual booths. NSPB is not responsible for loss, theft, or damage to exhibitor property. Unattended packages or materials may be subject to inspection or removal for safety purposes.

Exhibitors participate in PRLF at their own risk.

PRINTERS ROW LIT FEST 2026: TERMS & CONDITIONS

4. LOAD-IN, LOAD-OUT & CLEAN-UP

Load-In (estimated times):

- Friday, September 11, 2026 – 5:30-8:30 PM (advance request required; limited availability)
- Saturday, September 12, 2026 – 6:30 AM to 9:30 AM

Load-Out:

- Sunday, September 13, 2026 – 6:00 PM to 8:30 PM

Exhibitors may furnish their space with their own displays, shelves and decor so long as it fits within the footprint of their space and does not pose a safety risk (i.e. signs cannot be hanging from trees or across pedestrian walkways). All materials must be under tents and/or secured to tables.

Exhibitors must remove all personal materials, merchandise, and trash from their space by 8:30 PM Sunday. Failure to fully load out may result in clean-up or removal fees as determined by NSPB.

Exhibitors will be charged for missing or damaged NSPB-provided equipment, including tables, chairs, and signage.

5. PAYMENTS, CANCELLATION & REFUNDS

If an application is not accepted, all fees are refunded in full

- Cancellation within 7 days of applying: refund minus \$25 administrative fee
- Cancellation by June 1, 2026: 90% refund
- Cancellation from June 2 - July 1, 2026: 50% refund
- Cancellation after July 2, 2026: no refunds
- All payments are non-transferable and may not be credited to future events

6. TAXES, CONTENT & LEGAL TERMS

1. NSPB reserves the right to prohibit or remove any books, merchandise, or materials that are subject to claims of infringement, dispute, or are deemed inappropriate for a family audience.
2. In case the facilities shall be destroyed by fire, or the elements, or by any cause, or in case of any other circumstances make it impossible for Printers Row Lit Fest Management to permit the contracted space to be occupied by the exhibitor, this agreement will terminate, and the exhibitor agrees to waive any claim for damages or compensation except the pro rata return of the amount paid for the exhibit space.
3. NSPB assumes no liability for any loss, damage, or injury to any property of the exhibitor or to any of its employees, officers, agents or contractors, whether attributable to accident, fire, theft, or any other causes whatsoever. Exhibitor hereby releases NSPB, its parent, subsidiaries, affiliated and related companies and the directors, officers, employees and agents of each from any claims, suits and liabilities, including damage to property and injury or death to persons, arising out of or resulting from Exhibitor's participation in and attendance at the PRLF.

PRINTERS ROW LIT FEST 2026: TERMS & CONDITIONS

4. The terms and conditions of the Exhibitor Manual, as amended from time to time by NSPB, shall be considered a part of this contract. Exhibitors are responsible to review the Exhibitor Manual carefully and be familiar with the terms and conditions therein.
5. Exhibitor shall be solely responsible for obtaining and warrants to NSPB that it has obtained, all necessary licenses and permissions to distribute, perform or display any Exhibitor Material protected by copyright, trademark, publicity or misappropriation laws, or any other intellectual property or other laws. NSPB shall have the right to refuse to permit any Exhibitor to continue to distribute, display or sell any Exhibitor Material, merchandise and books and/or continue its participation in the PRLF in the event that the NSPB becomes aware of a claim that such books, merchandise and/or Exhibitor Materials infringe the rights of any third party.
6. Exhibitor shall indemnify, defend and hold harmless NSPB, Event sponsors and the employees, representatives and agents of each from claims, liabilities, costs and charges (including attorney's fees and costs) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the Event, or any breach of representation, warranty or covenant in this contract.
7. NSPB, Event sponsors and the employees, representatives and agents of each shall not be liable for any claims, liabilities, costs and charges (including attorneys' fees and costs) arising out of any injury, loss or damage to the person or property of Exhibitor, its employees, representatives, or agents, except to the extent arising out of the sole negligence of NSPB.
8. Exhibitor shall provide and maintain in effect workers' compensation and employee liability (if applicable) and comprehensive general liability insurance containing a waiver of subrogation in favor of Near South Planning Board in such amounts acceptable to Near South Planning Board and naming Near South Planning Board as an additional insured.
9. Exhibitor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Exhibitor's participation in the PRLF. Exhibitor shall indemnify, defend and hold NSPB harmless for any taxes (including fees and penalties, if any) required to be paid by NSPB in connection with Exhibitor's activities under this contract. Exhibitor shall provide NSPB with all requested documentation to evidence Exhibitor's compliance with tax laws and rules.

PRINTERS ROW LIT FEST 2026: TERMS & CONDITIONS

10. If for any reason the PRLF is canceled or rescheduled, Exhibitor's sole remedy shall be the recovery of the fees paid pursuant to this contract (on a pro rata basis if only a portion of the Lit Fest is canceled).
11. Under no circumstances, shall NSPB be liable for consequential, indirect, special or punitive damages of any kind in connection with its activities or omission under this contract regardless of whether such damages were foreseeable.
12. Failure to adhere to any deadlines set forth in this Agreement may result in forfeiture of related benefits.
13. Exhibitor may not assign this contract or trade, sell, share or otherwise transfer the exhibiting rights hereto.
14. Waiver of any term of this contract or failure of NSPB to terminate this contract on account of any breach by Exhibitor shall not be deemed a waiver of NSPB's rights to subsequently enforce any term or to terminate this contract by reason of any subsequent breach by Exhibitor.
15. This contract, together with any exhibits or attachments, constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes all prior statements or agreements, both written and oral. Exhibitor agrees that no representation of any kind has been made to Exhibitor by NSPB or by any of its agents and that no understanding has been made or agreement entered into other than as set forth herein.
16. This contract shall be governed by the laws of the State of Illinois. This contract shall be deemed to be entered into and performed in Cook County, where the principal office of Near South Planning Board is located, and such County shall be the forum of any legal action relating to this contract.