



2787 N. Tamiami Trail
N. Ft. Myers, Fl. 33903
239-995-2141 ext 110

Hello!

I am very excited that we are holding a Local Author Fall book signing on October 17, 2020 from 10:30 am to 2:30 pm. We will with no doubt have a nice mix of guests this time of year, with many opportunities to engage them in conversation while displaying your work.

I am providing a list of the items we will be supplying and what you will need to bring.

The Shell Factory is providing:

- 1 small round table
- Tablecloth
- 2 chairs
- Flyers/maps
- Raffle tickets
- Container for raffle tickets

Items you need to bring:

- A book for donation
- Your books to sell/sign
- A bank
- Your own change (we cannot supply change)
- Any snacks or candies
- Pens & Pencils

We are asking all authors to donate one of their books for our raffle that day.

You will be given raffle tickets-you keep $\frac{1}{2}$ and the guest keeps $\frac{1}{2}$. All our guests will receive a map of the retail floor with your location/name on it. When they come by your table please give them their $\frac{1}{2}$ of the ticket. I will come around and collect the $\frac{1}{2}$ you kept and put them in a barrel at the front entrance, we will call out a number for a "gift basket" containing the author's books. (If we have enough books for 2 raffles we will hold one raffle at 12:00 pm and again at 2:00 pm) If there is only enough for 1 raffle it will be held at 1:30 pm.

Our doors will be open at 9:30 am. **Please be here by 10:30 am and set up.** I will meet you at the main entrance located in the middle parking lot-you can unload there and then park your car if necessary. If I am with another author, the nearest cashier will be able to help you.

Please if you have any questions or concerns contact me.

Thank you so much for letting The Shell Factory be your host!

Sincerely;
Mary Shirakawa
The Shell Factory
239-995-2141 ext 110
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