



AUTHOR INFO GUIDE

Welcome to Miami and the 40th Annual Miami Book Fair!
We are delighted you are joining us for this milestone celebration. To ensure a smooth and fruitful visit, please scroll through this author guide.

ADDRESS & PARKING

MDC WOLFSON CAMPUS: 300 NE 2nd Ave., Miami FL 33132

Parking is free in the college garage, located between NE 2nd Ave & NE 1st Ave, with entrances on NE 5th and 6th Streets. Please allow yourself ample time for traffic. More information, including a parking area map and public transportation instructions can be found [**HERE**](#).

GETTING TO THE FAIRGROUNDS

FROM THE JW MARRIOTT MARQUIS:

We provide shuttle service that runs on a constant loop between your hotel and the festival's Yellow entrance. Look for a 12- or 15-passenger white van with the Miami Book Fair logo on the side.

Shuttle service hours on Saturday Nov. 18 & Sunday Nov. 19:

9 a.m.: First pickup from the hotel to the festival.

7 p.m.: Last pickup from the festival to the hotel.

Roundtrip travel from the hotel to the fairgrounds can take about 20-30 minutes. Please plan accordingly.

Author escorts will meet you at the shuttle drop-off location, to guide you to the Author Hospitality Suite.

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UPON ARRIVAL TO THE FAIR

FESTIVAL ENTRANCES: There are four festival entrances you can use, marked as Red, Blue, Yellow, and Green squares on the map linked below.

[CLICK HERE FOR MIAMI BOOK FAIR MAP](#)

ENTERING THE FESTIVAL: Locate the Will Call booth and let the attendant know you are on the presenting author guest list for free entry. All bags will be searched at the entrance.

AUTHOR GUEST ENTRY: Author guests are admitted free of charge, but you do need to register their names on the will call list. **All guests must be registered on the will call list to gain free entry to the fairgrounds. Please complete the form below no later than Friday, Nov. 10.**

[WILL CALL REGISTRY HERE: AUTHOR GUESTS](#)

AUTHOR CHECK-IN AT THE FAIR

CHECK-IN LOCATION: Author Hospitality Suite (see the next page for hospitality suite info.)

ARRIVAL TIME: Please check-in **at least one hour before your presentation start time.**

CREDENTIALS: Author badges will be distributed at the hospitality suite upon check-in. Please wear your badge while you are on the fairgrounds. This badge will allow you access to the Author Hospitality Suite and any ticketed events.

If you misplace your credentials, please go to the hospitality suite and see a staff member for assistance.

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HOSPITALITY SUITE

NOTE: AUTHOR HOSPITALITY SUITE LOCATIONS MAY VARY, DEPENDING ON THE DAY YOU PRESENT; PLEASE SEE BELOW FOR DETAILED SCHEDULES AND LOCATIONS.

AUTHORS PRESENTING FRIDAY, NOV. 17:

Author Hospitality Suite is located in **Room 1376, Building 1, Third Floor.**

Hours: 8:30 a.m. - 2:30 p.m.

AUTHORS PRESENTING SATURDAY, NOV. 18 & SUNDAY, NOV. 19:

Author Hospitality Suite is located in the **Campus Library in Building 1, Second Floor.**

Hours: 9 a.m. - 6 p.m.

Breakfast, lunch, refreshments and light snacks will be provided.

CHECK-IN AND INFO: As mentioned above, author check-in only takes place in the hospitality suites. This is where you'll receive your credentials and welcome bag. This is also where you can go to seek any additional information throughout the day or address any concerns.

GETTING TO YOUR PRESENTATION

AUTHOR ESCORTS: For a guided walk to your presentation room, please go to the hospitality suite and an author escort will take you to your presentation room. Author escorts will also be available at the Yellow entrance to help guide authors to the hospitality suite.

MEETING UP: We suggest that authors plan to meet up with their groupings and any introducers/moderators for their session at the hospitality suite, prior to their event start time. An author escort can then guide you to your presentation room as a group.

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PRESENTATION FORMATS

In most cases, authors will each have 15 minutes to talk about and present their book to attendees. This can include a reading, a short slideshow, or other presentation style.

For sessions that include a moderator: The program will be more conversational in nature, though you should plan for a short reading and you can still show images.

All presentations will end with an audience Q&A, followed by a book signing.

AUTOGRAPHING AREAS: All venues have a nearby autographing area. Our Autographing Committee will help guide you to the signing table after your event.

A/V REQUESTS

All venues have the capability to show images, but not all can relay audio. The venues are not MAC-friendly, so please plan accordingly. **Bring your presentation on a USB flash drive and check-in at your presentation room at least 10 minutes in advance to meet with technician.** If you would like to present images, slides, or video **please complete the below form by Nov. 10.**

[A/V REQUEST FORM HERE](#)

MARKETING TOOLKIT

Our goal is to engage as wide an audience as possible and celebrate our shared love of books. In order to do that, we need your help! **Let your fans know that you are coming to the Fair this year by using our social media toolkit linked below:**

[SOCIAL MEDIA ASSETS](#) | [FULL TOOLKIT](#)

OFFICIAL HANDLES & HASHTAGS: @miamibookfair @mdcollege | Hashtag #MBF40

OFFICIAL AUTHOR PARTIES

FRIDAY NIGHT

Lost Chapter

Friday, Nov. 17: 6 - 10 p.m.

Miami Book Fair, Building 1, Fourth Floor Rooftop Terrace

Under Miami's starry skies, LOST CHAPTER brings the chill vibes to the Fair. Lose yourself on a musical journey as DJ Ray Milian spins Miami grooves all night. Sip cocktails and mocktails and sample yummy bites from pop-ups, presented by Smorgasburg Miami.

Transportation: Shuttles will escort authors from the hotel to the party.

Schedule: The first shuttle leaves from the hotel lobby at 6 p.m. Shuttles will loop between hotel and fairgrounds continuously. Last shuttle leaves the fairgrounds for the hotel at 10 p.m.

SATURDAY NIGHT

On the Deck at The Standard Hotel

Saturday, Nov. 18, 8 - 11 p.m.

The Standard Hotel: 40 Island Ave., Miami Beach, FL 33139

Between sea and sky on the edge of South Beach, this annual gathering of literary stars is the perfect place for cocktails and conversation. **Author badge or invitation is all that's needed for entry.**

Transportation: Shuttles will escort authors from the hotel to the party.

Schedule: The first shuttle leaves from the hotel lobby for the party at 7:30 p.m. Shuttles will loop between both continuously. Please note it takes about 30 minutes or more for the round-trip, depending on traffic.

ADDITIONAL EVENTS

OPENING DAY BLOCK PARTY!

Sunday, Nov. 12: 5 - 9 p.m.

Kyriakides Plaza | MDC Wolfson Campus

Join us in celebrating the grand kickoff of the 40th Annual Miami Book Fair! The festivities begin with the electrifying **“FLASHBACK” BLOCK PARTY**, featuring Bronx native and **GRAMMY AWARD-WINNING DJ/PRODUCER LOUIE VEGA**. Louie will work his magic, seamlessly blending classics, house, salsa, afro-beat, jazz, hip-hop, gospel, and soul into entirely new beats and rhythms that are uniquely his own. As you groove to the music, indulge your taste buds at the pop-up food and drinks market, **SMORGASBURG MIAMI**, renowned for its lovingly crafted culinary delights. Come downtown and join the party, as we celebrate 40 years of incredible books, talented writers, and our vibrant literary community. All are welcome, and admission is free. **DON'T MISS THIS UNFORGETTABLE NIGHT OF LITERATURE, MUSIC, AND CULTURE!**

LOST CHAPTER: ROOFTOP LOUNGE

Monday, Nov. 13 – Thursday, Nov. 16: 6 - 10 p.m.

Miami Book Fair, Building 1, Fourth Floor Rooftop Terrace

Under Miami's starry skies, LOST CHAPTER once again brings the chill vibes to the Fair. Lose yourself on musical journeys as Miami DJs spin a different groove each night. Sip cocktails and mocktails and sample yummy bites from pop-ups by Smorgasburg Miami. Show off your brand-new books and let your nerd flag fly among the smart set as you overlook downtown. You never know, under the twinkling city lights you might just meet your next fave book club pal.

OFF THE SHELF: LIVE MUSIC & LITERARY ENTERTAINMENT STAGE

Friday, Nov. 17: 10 a.m. – 3 p.m.

Saturday, Nov. 18 & Sunday, Nov. 19: 10 a.m. – 6 p.m.

Miami Book Fair, Street Fair – at the end of Kyriakides Plaza, towards 1st Ave.

Kick back with live music and spinning DJs – including Afrobeta, The Jazz Collective, and Bop Shop Brass – as you enjoy literary events, large-scale art exhibitions, and then some. It's like a mini music fest with books!

WHO YOU GONNA CALL?

ENGLISH ADULT AUTHOR PROGRAM MANAGERS

Paola Fernandez Rana

pfernand5@mdc.edu | 954.682.8611

Nicole Swift

nswift@mdc.edu | 305.469.1994 (Text is usually best.)

POETRY & CHILDREN'S/YA AUTHOR PROGRAM MANAGER

Marci Cancio-Bello

mcanciob@mdc.edu | 607.339.8020 (Text is usually best.)

IBEROAMERICAN AUTHOR PROGRAM MANAGER

Mariela Gal

mgal@mdc.edu | 786.499.8734 (Text is usually best.)

READCARIBBEAN AUTHOR PROGRAM MANAGER

M.J. Fievre

mfievre1@mdc.edu | 954.391.3398

TRAVEL & AUTHOR LOGISTICS MANAGER

Ines Flores

iflores2@mdc.edu

AUTHOR TRANSPORTATION MANAGER (WEEKEND ONLY)

Josh Young

jyoung@mdc.edu | 305.323.2158

EXECUTIVE DIRECTOR

Lisette Mendez

lmendez@mdc.edu | 786.261.9599 (Text is usually best.)

MAP OF FAIRGOUNDS



PRESENTATION ROOMS, ETC.

- 1** Building 1
4th Floor - Lost Chapter Lounge
Room 1101 - The Lab
Room 1261 - Auditorium
- 2** Building 2
Room 2106
- 3** Building 3
Room 3209
Room 3210 - Chapman
- 4** Children's Alley
- 5** Smorgasburg Miami
- 6** Building 6
Room 6100
- 7** Building 7
Room 7128
FREE Parking (floors 2 - 9)
- 8** Building 8
Room 8102 - MAGIC
Room 8201
Room 8202
Room 8203
Room 8301
Room 8302
Room 8503
Room 8525
- 9** Off The Shelf Music Stage
- 10** Freedom Tower

How to read Miami Dade College room numbers:

2 1 0 6
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 Building Floor

IMPORTANT PLACES TO KNOW

- i** Information Booth
- ♂ ♀** Restrooms
- 🛡️** MDC Public Safety Office

Entrances

- Green** - Corner of N.E. 1st Avenue and N.E. 3rd Street
- Red** - Corner of N.E. 5th Street and N.E. 2nd Avenue
- Yellow** - Corner of N.E. 2nd Avenue and N.E. 3rd Street
- Blue** - N.E. 4th Street west of Biscayne Boulevard

- A** Exhibitor Parking (No public access)
- B** City of Miami Fire Station #1
- C** Miami Parking Authority Garage #3
- D** Miami-Dade Transit Metromover Station (College/Bayside)
- E** Miami-Dade Transit Metromover Station (College North)

HOTEL & PER DIEM

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JW MARRIOTT MARQUIS: 255 Biscayne Blvd Way., Miami, FL 33131

PLEASE NOTE: The Miami Book Fair does not offer pickup or dropoff to/from the airport. We recommend using a rideshare service, and we have assigned a per diem of \$50 per hotel night covered by the Book Fair to offset that cost. Please see below for per diem pickup info.

HOTEL INCIDENTALS: Miami Book Fair only covers the cost of the hotel room night. The guest is responsible for any incidental expenses incurred during their stay, and a credit card will be required at check-in for that purpose. If a debit card is used at check-in, please note that the hotel will charge a deposit on the credit card. At the conclusion of the stay, the hotel will process a credit if no incidental charges were incurred.

PER DIEM:

All per diems **MUST** be picked up in person while at the festival. Miami Book Fair does not mail out per diems that have been left behind.

Per diem pickup location: **Bursar's Office Building 1, First Floor (to the right of the escalator).**

Bursar Office Hours of Operation:

Monday, Nov. 13 – 10 AM - 4PM

Tuesday Nov. 14 – 10 AM - 4PM

Wednesday, Nov. 15 – 10 AM - 4PM

Thursday, Nov. 16 – 10 AM - 4PM

Friday, Nov. 17 – 10 AM - 4PM

Saturday, Nov. 18 – 9:30 AM - 3PM

Sunday, Nov. 19 – 9:30 AM - 3PM

Monday, Nov. 20 – 10 AM - 4PM

[CLICK HERE FOR MAP OF AREA HOTELS AND BOOK FAIR BUILDING LOCATIONS](#)