

Association Book Exhibit

REGISTRATION SUBMISSION INSTRUCTIONS:

Our announcements/registration forms are used to get the conference information to you, but do not need to be completed and returned. Instead, you can send us an all-inclusive Word document or Excel file (*download our templates*).

You MUST Include: 1) Name of Conference; 2) Number of Titles / Take-Ones to be exhibited (*take-ones are postcards, bookmarks, or an 8-1/2" x 11" flyer*); 3) Book or Journal Title(s); 4) Authors/Editors; 5) Publication Dates; 6) List Prices; 7) Discounted Prices (*if you offer a discount, list the actual discounted prices not the percentage*); 8) Ordering/Contact information (*to be placed in the back of our Titles on Display order catalog*); 9) Post-conference report email address. NOTE: The only time the registration should spill over to 2 pages is when there are enough titles listed to require it. We do not include ISBNs or descriptions in the catalog; only the requested information noted above.

We designed our registration form so that all of the pertinent information needed for each conference would be right in front of us, and any typed file you send us must also have all of that information. You can send all the required information for one or two titles in an email to info@bookexhibit.com. If you are sending numerous titles, email a PDF or an all-inclusive Word document or Excel file compatible with 2003 versions in 10- or 11-point type (*preferably Arial or Times New Roman*), formatted so that all we are required to do is print out the file. Do not reduce the size of the file. Adjust the information to fit at 100%.

Registration Deadline: Registrations must be sent separate from books to our Alexandria address noted on each registration form. Registrations (listings) go to our catalog department and must be received by the Registration Deadline in the top right and bottom right corners of each registration form to ensure your information is listed in ABE's Titles on Display ordering catalog. Though we encourage you to include a copy of the registration in your packages (whenever possible), this does not ensure your listing information will make it into the catalog because it may not make it to our catalog department in time. (Send your Registration separately.)

Books Due Deadline: All materials must be received at our Alexandria address by the Books Due Deadline to ensure exhibit. As noted on the registration form, we are not responsible for materials not shipped to or received at our Alexandria office. Shipping materials to the conference site or our rep's hotel is not usually a viable alternative. It's not fair to our traveling reps to be tasked with tracking down late arriving shipments....even though we do only on the rarest occasion due to the large margin of error it presents. Ship to us early. We would rather receive your materials months early than to receive them one day late.

All packages are received by our warehouse – not employees. Please be sure to list Association Book Exhibit – (the name of the conference) on all of your packages.

If you wish to package materials together for more than one exhibit, feel free to do so, but the materials in the packages must be separated by conference and labeled with the names of the conferences. If your package contains materials for multiple shows - indicate multiple shows on the outside of the package.

We hope this information helps to clear up any confusion and as always do not hesitate to contact us with any questions you may have. We are here to help. Have a great day!

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