## **PNBA Tradeshow Author Selection Process**

- —In late spring each year, PNBA will post a Call for Authors, inviting publicists to submit proposals for the authors (and books) they would like to see featured at the upcoming Fall Show. A Proposal Form will be linked from the Call.
- —PNBA staff then reviews all proposals in conjunction with member bookseller consultants, to determine which authors—and for which specific events—the selection team finds to be the best fit for the show.
- —PNBA staff begins to issue invitations within days of the proposal deadline. Representative publicists are asked to confirm or decline the invitation on behalf of their author within ten days.
- —The PNBA Tradeshow generally has 90 100 featured author spots, for which we receive more than 180 proposals. If your author is not chosen, you will not hear from PNBA.
- —Many events require a careful selection of the right variety of authors to garner the best possible bookseller and librarian attendance. Publishers may request their author be considered for specific events; however, the selection team may for a variety of reasons issue an invitation to another show event.
- —By late July, PNBA staff will be sending chosen author's publicists a list of exactly what materials are needed to promote the author's appearance at the show—on our website, in the printed show program, and on the signs that we produce for display at the show. We will also provide shipping details for the books required for the event as well as on-site instructions and expectations for the authors. It is the publicist's responsibility to forward the appropriate details to their author.
- —After the show, PNBA staff will email to each publicist an invoice for author appearance fees and for any drayage (shipments to the show) that were sent to our warehouse. It is the publicist's responsibility to forward these invoices to those in the company in charge of payments and to make sure that the invoices are paid in a timely fashion.

Thanks for your support of The Show!