



Exhibitor Registration

PNBA's 2009 Fall Tradeshow • Sept. 10-12 • Holiday Inn at the Portland Airport

THIS FORM IS FOR EXHIBITING FOR ONLY ONE DAY, FRIDAY, 9/11
THE DEADLINE FOR SUBMITTING THIS APPLICATION IS FRIDAY, JULY 31

1. Contact _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____

Table Fees table with columns: Table Fees, 2009 PNBA Members, Non-members, Total. Rows include Six-foot tables, 8' x 8' Booths, Extra table in booth, Electric service, and Telephone and/or Internet Connection.

Event Tickets (indicate quantity) PRICES VALID UNTIL AUGUST 1. TICKET PRICES INCREASE ON SITE.

7. Friday Breakfast: _____ scrambled eggs _____ veggie/tofu scramble _____ x \$20 each _____
8. Friday Author Feast: Check with PNBA office for ticket availability.
9. Saturday Breakfast: _____ Eggs Benedict _____ Granola _____ x \$20 each _____

Incidentals

10. 2009 PNBA dues included (new membership = \$125) _____
11. Mailing labels: PNBA member bookstores (approximately 175) _____ x \$30 each _____
12. Extra vendor badges _____ x \$10 each _____
13. LATE FEE, \$100.00 IF POSTMARKED AFTER FRIDAY, JULY 31, 2009 _____
14. Grand Total enclosed: Checks or credit cards. (PNBA's Federal ID# is 91-1236405) []
15. Special Requests (exhibitors you wish to be near or items you need to rent, etc.)

16. Show Specials (attach separate sheet if necessary)

17. Badge Names (Please print neatly and note if company is different from item 1 or if author badge is needed.)

18. List all lines (companies or brand names) represented (attach separate sheet if necessary):

19. Check enclosed _____ Credit Card: ___ Visa/MC ___ Discover ___ Am Exp

Acct # _____ - _____ - _____ - _____ Exp. Date ___/___/___

V-code _____ (for Visa only, this is the last three digits of the number in the signature box on back of card)

Print Name _____ Signature _____

The Legal Stuff
The exhibitor shall protect, indemnify and save harmless PNBA, its officials, and the exhibit administrators, from and against any damage or liability for any injuries to persons or property arising from the acts or omissions of the exhibitor, his employees, agents, subcontractors, or invitees, however caused. Regardless of FOB point, exhibitor agrees to bear all risk of loss, injury, or destruction of goods and materials that occur. Such loss, injury or destruction shall not release exhibitor from any obligation to the conference.

Exhibitor Registration Instructions/PNBA Fall Show, Sept 10 - 12, 2009

This form is for vendors who plan to exhibit on FRIDAY, September 11 ONLY.

SET-UP: Thursday, Sept. 10, 1-6 pm, and/or Friday, Sept. 11, 7-9:30 am

EXHIBITS OPEN: Friday, Sept. 11, 9:30 am - 4:30 pm

1. Your vendor receipt and mailing labels (if ordered) will be mailed to the person at this address. The member exhibitor discount is offered to companies or individuals who are listed at the contact address on our database. All others need to purchase a membership to qualify for the member discount. See Item #10.
2. If the contact person and address in #1 is a 2009 PNBA member, use member rate. Each six-foot table includes skirting and a white tablecloth. Each vendor will be provided with a company sign, printed with the company name used on line 1. Each 6-foot table receives three free name badges. Additional badges are \$10 each.
3. Each 8' x 8' booth will include an 8' high backwall and 3' high side dividers, plus one skirted 6' table & two chairs. Each booth receives six free badges. Additional badges are \$10 each.
4. Booth purchasers may request an extra 6' skirted table for \$100, to be used inside the booth.
5. Each table or booth can be provided with standard electrical outlets for \$100 at your request.
6. **All requests for telephone or internet access at your exhibit must be made to the hotel: <Karen.Chaney@JQH.com>.**
7. The Friday breakfast is your choice of Metropolitan, scrambled eggs, sausage, grilled potatoes, assorted pastry and muffin basket, and orange juice, coffee or tea; OR: A Veggie and tofu scramble, with pancakes and a fruit cup, assorted pastry and muffin basket, and orange juice, coffee or tea.
8. Friday's Author Feast features your choice of Chicken Parmesan, lightly breaded breast, topped with marinara sauce and sprinkled with parmesan cheese; OR: Herb Roasted Tri Tip, pepper & herb crusted, thinly sliced and finished with a mushroom cabernet sauce; OR: Vegetable Strudel, made of fire roasted vegetables including yellow squash, zucchini, and portobello mushroom with basil and mozzarella layered in a flakey pastry crust. Authors will rotate among the tables of booksellers, spending 15 minutes at each. **Reps are encouraged to buy dinner tickets for your key booksellers.**
9. The Saturday breakfast is your choice of Eggs Benedict, topped with poached eggs, Canadian bacon, laced with Hollandaise sauce, grilled potatoes, fresh fruit, assorted pastry and muffin basket, and orange juice, coffee or tea; OR: Granola with soy milk and a fruit cup, assorted pastry and muffin basket, and orange juice, coffee or tea.
10. Companies registering separately from their independent rep will need a membership to qualify for the member rate.
11. Self-adhesive mailing labels of all PNBA member bookstores (approx. 175), will be mailed a month before the show.
12. Each 6-foot table receives 3 free badges; each booth receives 6 free badges.
13. **All registrations postmarked after July 31st must include the \$100 late fee.** For your company to be listed in, and your specials to be included with, the show program, we must receive your registration and payment by July 31st.
14. Add the amounts on lines 2 through 13 and write the total here. Make checks to PNBA.
15. On this line, list your special requests, such as exhibitors you wish to be near or items you wish to rent (e.g. TV, VCR).
16. Many vendors offer special discounts, free freight, free copies for volume purchases or other extra promotions for orders taken at the show. PNBA reserves the right to edit for space. Show specials received by Aug 1 will be included with the show program, which arrives in stores about ten days before the show. Use separate sheet of paper if needed.
17. PRINT in capital letters the name of each person who will be working at your table(s) or booth(s) and the company affiliation of each, if it is different than the company listed in Item #1. Use a separate sheet of paper if necessary. (Each 6-foot table receives 3 free badges; each 8' x 8' booth receives 6 free badges.).
18. Each distinct line represented by each rep, or company represented at each exhibit, will be listed in the show program. Use a separate sheet of paper, if necessary.
19. Make checks payable to PNBA. Mail to: PNBA, 214 East 12th Avenue, Eugene, OR 97401-3245.

ACCOMMODATIONS: The Holiday Inn Portland Airport Hotel (800-HOLIDAY); OR direct at 503-256-5000.