



Exhibitor Registration

PNBA's 2010 Fall Tradeshow • Oct 7-8-9 • Holiday Inn at the Portland Airport

THIS FORM IS FOR EXHIBITING FOR ONLY ONE DAY, FRIDAY, 10/8

THE DEADLINE FOR SUBMITTING THIS APPLICATION IS FRIDAY, JULY 30, 2010

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

Table Fees	2010 PNBA Members	Non-members	Total
2. Six-foot tables FOR ONE DAY:	_____ x \$300 each	_____ x \$400 each	_____
3. 8' x 8' Booths FOR ONE DAY:	_____ x \$500 each	_____ x \$600 each	_____
4. Extra table in booth:	_____ \$100	_____ \$100	_____
5. Electric service:	_____ \$100	_____ \$100	_____
6. Telephone and/or Internet Connection: Contact the Hotel directly: <Karen.Chaney@JQH.com>			

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. 2010 PNBA dues included (new membership = \$125) _____
 11. Mailing labels: PNBA member bookstores (approximately 180) _____ x \$30 each _____
 12. Extra vendor badges _____ x \$10 each _____
 13. **LATE FEE, \$100.00 IF POSTMARKED AFTER FRIDAY, JULY 30, 2010** _____
 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, Oct 7-8-9, 2010

This form is for vendors who plan to exhibit on FRIDAY, October 8 ONLY.

SET-UP: Thursday, Oct 7, 1-6 pm, and/or Friday, Oct 8, 7-9:30 am

EXHIBITS OPEN: Friday, Oct 8, 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 2010 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 Cajun Tilapia with lemon butter; 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, consisting of an English muffin topped with poached eggs and Canadian bacon, laced with Hollandaise sauce, plus 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. 180), 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 30th 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 30th.
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, 338 West 11th Ave. #108, Eugene, OR 97401.

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