



Exhibitor Registration

PNBA 2019 Fall Tradeshow • Oct 6,7,8 • Red Lion on the River, Portland, OR

**THIS FORM IS FOR EXHIBITING FOR TWO DAYS, MON & TUE, OCT 7 & 8.
THE ABSOLUTE DEADLINE FOR ALL TWO-DAY REGISTRATIONS IS FRIDAY, JUNE 21.**

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

Table Fees	2019 PNBA Members	Non-members	Total
2. Six-foot tables:	_____ x \$300 each	_____ x \$400 each	_____
3. 8' x 8' Booths:	_____ x \$500 each	_____ x \$600 each	_____
4. Extra table in booth:	_____ \$100	_____ \$100	_____
5. Electric service:	_____ \$25	_____ \$25	_____
6. PNBA will provide FREE Wi-Fi in the exhibit hall.			

Incidentals

7. 2019 PNBA dues (if not already paid)		_____ \$175	_____
8. Mailing labels: PNBA member bookstores (approximately 125)		_____ x \$30 each	_____
9. Extra vendor badges		_____ x \$10 each	_____
10. BINC badge donation - make a donation & get a sticker on your badge		_____ x \$30 each	_____

11. Grand Total enclosed: Checks or credit cards. \$

12. Special Requests (exhibitors you wish to be near or items you need to rent, etc.)

13. Show Specials (attach separate sheet.)

14. Badge Names (Please print neatly and note if company is different from item 1 or if author badge is needed.)
(If you wish to have a Personal Pronoun on your badge, add it in parentheses after the name.)

15. List all lines, companies, and brand names represented (attach separate sheet if needed).

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

Acct # _____ Exp. Date ___/___/___
 Security Code ___ ___ ___ Billing zip code _____

Print Name _____ Signature _____

PNBA's Federal ID# is 91-1236405

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

SET-UP: Sunday, Oct. 6, 1-6 pm, and Monday, Oct. 7, 7:00-9:30 am

EXHIBITS OPEN: Monday, Oct. 7, 10:00 am - 4:30 pm; and Tuesday, Oct. 8, 9:30 am - 2:00 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 #7.
2. If the contact person and address in #1 is a 2019 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 - one sign per table/booth. Each 6-foot table receives up to **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 up to **five 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 \$25 **at your request**.
7. Companies registering separately from their independent rep will need a membership to qualify for the member rate.
8. Self-adhesive mailing labels of all PNBA member bookstores (approx. 125), will be mailed a month before the show.
9. Each **6-foot table** receives 3 free badges; each **booth** receives 5 free badges.
10. If you wish to support BINC (Book Industry Charitable Foundation) you can make a donation and receive a BINC sticker on your show name badge.

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 June 21th. **All exhibit space requests after this date will be for one-day exhibits only.**
11. Add the amounts on lines 2 through 16 and write the total here. Make checks to PNBA.
12. On this line, list your special requests, such as exhibitors you wish to be near, etc.
13. 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 **August 9** will be included online and as a handout at the show.
14. 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. You may have authors signing at your table/booth. If so, list their book title and publisher/imprint for their badge.
15. 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.
16. Make checks payable to PNBA. Mail to: PNBA, 338 West 11th Ave. #108, Eugene, OR 97401-3062.

ACCOMMODATIONS: Red Lion On the River, 909 N. Hayden Island Dr., Portland, OR 503-283-4466

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