

YOUR FACE-TO-FACE CONNECTION WITH THE BOOKSELLERS OF THE THIRD COAST

# 2002 GLBA Fall Trade Show

September 27 - 29 • Hyatt Regency, Dearborn, Michigan

## EXHIBITOR REGISTRATION INFORMATION Please make a copy for your records



Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

## PERSON IN CHARGE OF REGISTRATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## PERSON IN CHARGE FOR YOUR COMPANY AT THE SHOW

Name \_\_\_\_\_ Title \_\_\_\_\_

CHECK HERE IF CONTACT INFORMATION SAME AS ABOVE

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

CHECK HERE IF THIS IS YOUR COMPANY'S FIRST GLBA SHOW

## BOOTH TYPES & RATES

See Exhibitor Information Sheet for complete information on what you get with each booth package

Booth Type A (w/1 table) @ \$475.00 (\$575.00 Non-member price) \$ \_\_\_\_\_

Booth Type B (w/2 tables) @ \$525.00 (\$625.00 Non-member price) \$ \_\_\_\_\_

**Booth Total** \$ \_\_\_\_\_

## LOCATION PREFERENCES

Show Management reserves the right to relocate space, if necessary. Advance notice will be provided.

#1. \_\_\_\_\_ #2. \_\_\_\_\_ #3. \_\_\_\_\_

### FOR GLBA USE ONLY

Exhibit Space(s) Assigned \_\_\_\_\_ DB \_\_\_\_\_ Confirmation Fax/Post \_\_\_\_\_

800-745-2460 ♦ 616-842-0051 (fax) ♦ [tradeshow@books-glba.org](mailto:tradeshow@books-glba.org) ♦ [www.books-glba.org](http://www.books-glba.org)

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## MEMBERSHIP

In order to receive the member rate for exhibit space your company must be a current member (paid thru 12/02). Affiliate Business dues are \$75 per year. Call the GLBA office if you have questions about your status.

Membership Dues (\$75, if applicable) \$ \_\_\_\_\_

## BOOTH SIGN(S)

Enter your company name exactly as you would like it to read on the 7" x 44" booth identification sign (maximum 40 characters, including punctuation & spaces)

## BADGES

Enter your company name and location exactly as you would like them to read on your badges:

Company \_\_\_\_\_ Location \_\_\_\_\_

Exhibitors receive free badges based on the number of booths or tables they rent, 3 for the first booth, 1 additional for each additional booth. Extra badges may be purchased for \$20 each. Author and speaker badges are free. Enter names, circle classification for each, and enter FREE or \$20.

_____	Volunteer? <input type="checkbox"/>	First Timer? <input type="checkbox"/>	Amount \$ _____
Full Name                      Exhibitor / Author / Speaker			
_____	Volunteer? <input type="checkbox"/>	First Timer? <input type="checkbox"/>	Amount \$ _____
Full Name                      Exhibitor / Author / Speaker			
_____	Volunteer? <input type="checkbox"/>	First Timer? <input type="checkbox"/>	Amount \$ _____
Full Name                      Exhibitor / Author / Speaker			
_____	Volunteer? <input type="checkbox"/>	First Timer? <input type="checkbox"/>	Amount \$ _____
Full Name                      Exhibitor / Author / Speaker			
_____	Volunteer? <input type="checkbox"/>	First Timer? <input type="checkbox"/>	Amount \$ _____
Full Name                      Exhibitor / Author / Speaker			

Badge Total (enter here & page 3) \$ \_\_\_\_\_

## TRADE SHOW PROGRAM LISTINGS

Exhibitors are also entitled to a free listing in two trade show publications:

- **Pre-show Special Offers Flyer** – mailed about one month in advance of the show. **Deadline July 30**
- **Trade Show Program** – distributed at the show. **Deadline August 27**

**PLEASE GET YOUR INFORMATION TO US IN TIME TO BE INCLUDED IN BOTH PUBLICATIONS.**

Enter the following information exactly as you would like it to appear in the Special Offers Flyer & Trade Show Program. Company name and person in charge of booth will be listed as shown at the top of this form. GLBA reserves the right to edit text to ensure consistency.

Company name and address and the Person in charge of booth: As shown at the top of this form

Products displayed (e.g., books, software, cards & posters): \_\_\_\_\_

Special offers (list special terms offered for the show): \_\_\_\_\_

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Promotions (describe any special events, contests, demonstrations, etc., that will be available in your booth):

Silent Auction (Describe briefly the item(s) you are offering and estimate their value. You will be contacted by the auction coordinator with additional details):



## EVENT TICKETS

Register below for tickets to the food events. Buy an all-event ticket and save \$5.00!

_____ Book Awards Luncheon (Friday 11:45) @ \$23 =	\$ _____
\$3 per ticket donation to literacy	
Of these _____ should be vegetarian	
_____ Authors Feast (7:30) @ \$39 =	\$ _____
\$3 per ticket donation to literacy	
Of these _____ should be vegetarian	
_____ Banquet (Sat. 7:00 p.m.) @ \$39 =	\$ _____
\$3 per ticket donation to literacy	
Of these _____ should be vegetarian	
_____ Children's Book & Author Breakfast (7:45 a.m.) @ \$22 =	\$ _____
\$3 per ticket donation to literacy	
Of these _____ should be vegetarian	
_____ All-Event Ticket(s) @ \$118 (Save \$5!) =	\$ _____
\$3 per ticket donation to literacy	
Of these _____ should be vegetarian	
_____ <b>Event Ticket Total (enter here &amp; below) =</b>	<b>\$ _____</b>

## TO PURCHASE A TABLE AT A MEAL FUNCTION:

_____ tables Friday Book Awards Luncheon @ \$175 =	\$ _____
_____ tables Friday Authors Feast @ \$300 =	\$ _____
_____ tables Saturday Banquet @ \$300 =	\$ _____
_____ tables Sunday Children's Book & Author Breakfast @ \$170 =	\$ _____
<b>Total Table Reservations =</b>	<b>\$ _____</b>

## PAYMENT SUMMARY

Exhibit Space:	\$ _____
Membership:	\$ _____
Badges:	\$ _____
Event Tickets:	\$ _____
Table Reservations:	\$ _____
<b>TOTAL PAYMENT ENCLOSED:</b>	<b>\$ _____</b>

**PAYMENT TYPE:**  Check  Mastercard  VISA  Amex

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature as it appears on card \_\_\_\_\_

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**AGREEMENT** Please make a copy for your records

We agree to be bound by the Exhibitor's Rules & Regulations below. Further, we agree that the space assigned to us shall be accepted by us unless we reject it within ten (10) days of your notice. It is understood that this is an application, subject to acceptance and approval.

Signature

Title

Date

## EXHIBITOR'S RULES & REGULATIONS

Great Lakes Booksellers Association, hereinafter referred to as 'Show Management,' and Exhibitor agree that the following rules and regulations are a part of the foregoing agreement between the parties. "Facility" hereinafter refers to the building management and staff, its owners, officers and directors that relate to the building in which the show is held.

**SUBLETTING.** Subletting of contracted exhibit space is not permitted. Special arrangements must be made, in advance, for two or more firms occupying the same exhibit space.

**REMOVAL OF BOOTHS.** No Dismantling or removing of booths or exhibits before the termination of the show on the final scheduled day.

**SOUVENIRS.** No food or drink sampling without permission of Show Director.

**SOLICITATION.** Interviews, demonstrations, distribution of literature, etc., will be permitted only within exhibitor's space. Aisles must be kept clear of exhibit materials and debris must be disposed of in building trash containers. Show Management will not permit non-exhibitors to canvas, solicit, hold conferences, or distribute literature or other promotional devices at the show.

**INDEMNIFICATION BY EXHIBITOR.** Exhibitor hereby releases and agrees to indemnify Great Lakes Booksellers Association and the facility, its managers, officers, members, sponsors, employees, agents, successors and assigns, and save them harmless from any suit or claim, for any loss of property damage, or loss of property or personal injury by whomsoever sustained on or about exhibitor's display space, or arising out of exhibitor's participation in the show. Exhibitor hereby releases and agrees to indemnify, defend and hold harmless the facility, and Great Lakes Booksellers Association, their managers, officers, members, sponsors, employees, agents, successors, and assigns, for any loss, or injuries to exhibitors or their employees, agent, or guest, or for any damage or loss from any cause whatsoever to property owned or controlled by, or in the custody of exhibitors, or their employees, agents, or guests, whether or not negligence in connection therewith is that of the facility. If requested by Great Lakes Booksellers Association, exhibitor will furnish certificate of comprehensive general liability coverage of \$500,000 for bodily injury and \$50,000 for property damage, and Workmen's Compensation in the amount satisfactory to Show Management. The exhibitor, his/her employees, and agents of the exhibitor agree to be bound by the terms of the show lease with the facility, the existing or enacted ordinances of the city in which the show is held and the state in which the show is held, and the United States of America.

**IDENTIFICATION.** Exhibitor's working personnel must display identification badges at all times they are working the exhibit.

**LOSS LIABILITY.** Show Management or the facility shall not be held responsible for any loss or damage that may result from robbery, theft, fire, strikes, accidents or other destructive causes. Show Management's coverage does not extend to exhibitor's property; however, adequate fire and police protection will be provided by Show Management at all hours.

**COMBUSTIBLES.** Oil, gas, or gasoline engines may not be operated at any time. Exhibitor shall abide by all municipal and state fire laws and regulations and shall not keep inflammable or combustible liquids or materials in, on, or around booth. Additionally, all table covers and display materials used and brought to the show by exhibitor must meet and exceed the local fire retardant regulations.

## CONTACTS

Pre-show arrangements and correspondence regarding exhibit space should be directed to:

Great Lakes Booksellers Association, 208 Franklin • PO Box 901 • Grand Haven Mi 49417  
800-745-2460 • 616-847-2460 (Phone) • 616-842-0051 (Fax) • glba@books-glba.org (e-mail)

**MUSIC.** In adherence with the music licensing policies as established by ASCAP and BMI, exhibitor agrees not to play any recorded/taped music in the exhibit booth. Included here is any music that may be a part of an AV presentation. The only exception allowed will be for an exhibitor who has paid a licensing fee to ASCAP and/or BMI specifically permitting the use of specified recordings and arrangements. That being the case, said exhibitor must place a valid, notarized statement on file with Show Management clearly stating approval from ASCAP and/or BMI for exhibitor's use of selected recordings/arrangements at consumer shows. New legislation now in effect could result in substantial penalties being filed against exhibitor and Show Management if music is played without the appropriate, written authorization.

**RESTRICTIONS.** Show Management reserves the right to restrict exhibitors which, because of noise, method of operation, materials, or for any reason, become objectionable in the sole judgment of Show Management and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the exhibition as a whole. This reservation includes persons, objects, printed matter or anything of a character which the management determines is objectionable to the exhibition.

**APPEARANCE.** Exhibitors must pay strict attention to the appearance of their area.. It must be neat and professional in appearance and avoid the look of a "flea market" or "fire sale." Signage shall be neat. Tattered cardboard cartons, unattractive drums, tubes, etc. may not remain visible to the public. They must be covered.

**CANCELLATION.** Upon cancellation of this agreement by exhibitor before August 1, 2002, \$200 per booth shall be retained by the show management as liquidated damages; after August 1, 2002, all sums paid shall be retained by Show Management as liquidated damages.

**BREACH.** A breach of any of the conditions of this agreement which shall result in damages to Show Management or a failure by the exhibitor to remove an exhibit, equipment or paraphernalia at the time determined by the Show Management shall cause the exhibitor to become immediately liable on any unpaid sums owing hereunder; Show Management is hereby given permission by exhibitor to take immediate possession of said equipment, paraphernalia or exhibit. Same may be removed, sold at public or private sales with or without notice to exhibitor to defray, liquidate or expunge any damage.

**IMPOSSIBILITY OF PERFORMANCE.** The Show Management will not be liable for the fulfillment of this agreement as to the delivery of space if non-delivery is due to any of the following causes: By reason of building being damaged or destroyed by fire, act of God, public enemy, war or insurrections; strikes; the authority of the law; postponement or cancellation of the exposition; or for any cause beyond their control. It will, however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse space renters prorated on any amount paid in, less any and all legitimate expenses incurred for advertising, salaries, operating expenses, etc.

**DISPUTE.** Show Management reserves the right to deny or refuse any space application; all decisions involving disputes between exhibitors shall be determined by Show Management, which has the right to move exhibitor locations for the good of the show without recourse.

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