



2019 Annual Conference Exhibits Hall Bookstore Agreement and Terms

Date: _____ **All forms must be received by May 31, 2019.**

Send to Dorothea Coleman at publications@publicgardens.org.

Name and Affiliation of Member Completing This Form: _____

Contact Phone and Email: _____

Title of Book/Publication (*one title per form, please*): _____

Author(s): _____

Publisher: _____

PURCHASING INFORMATION (to be collated into master source for distribution)

___ I will ___ will not be providing separate flyers with purchasing information for pick-up by those interested

Selling Price: \$ _____ Is this an Association Member price? ___

How to Order (website, etc): _____

METHOD OF DELIVERY

- Book/publication will be dropped off at Bookstore Booth during set-up timeframe (see below).
- Book/publication will be shipped to Exhibit Hall prior to Conference (Association will send shipping details)
- Other _____

MEET THE AUTHOR

- Interested in 30-minute meet-and-greet

FINAL PICK-UP

- Will collect materials at closing
- Will not be collecting materials
- Will provide postage-paid container for shipping

EXHIBITS HALL SCHEDULE:

Monday, June 17: Exhibitor Set-up	3–7 pm
Tuesday, June 18: Exhibitors Load-In	8–10:30 am
Exhibit Hall Hours	10:30 am–12 pm; 1:30–4 pm
Wednesday, June 19: Exhibits Hall Hours	8:30 am–12 pm; 1:30–6 pm
Poster Session and Reception	4–6 pm
Exhibitor Load Out	6–9 pm
Thursday, June 20: Exhibitor Load Out	8 am–12 pm

2019 Annual Conference Exhibits Hall Bookstore Guidelines

Dorothea Coleman, Bookstore Manager
publications@publicgardens.org

GUIDELINES:

1. **ELIGIBILITY:** All members from any member category who have authored a book pertaining to an aspect of the public garden industry are invited to participate.
2. **SUBMIT FORM:** The author(s) or representatives of each publication must complete all sections of the required Form and return it to the organizer within the specified timeframe.
3. **ACCEPTANCE:** The Bookstore Manager, on behalf of the Association, has discretion to accept or reject any publication not considered in alignment with the resource guidelines.
4. **SALES:** The Association will not conduct any sales, transactions, drawings or giveaways on behalf of authors or representatives at the Bookstore. Authors or representatives likewise may NOT conduct their own sales from the Exhibit Booth. The Bookstore will be featuring display copies ONLY of individual books and publications.
5. **BOOKS/PUBLICATION RULES:** Each author or representative will be asked to furnish one copy per book or publication to be featured. Each book or publication will be displayed in the Bookstore booth during Exhibit Hall hours on Tuesday and Wednesday, June 18-19, 2019. At the conclusion of the Exhibit Hall (Wednesday, 6–7 pm) authors or representatives present at the Conference may claim their book at the Bookstore Booth. If not claimed by Thursday at 3:00 pm, this book will become the property of the American Public Gardens Association unless provided, in advance, with a postage-paid label/container for shipping back from the U.S.

Preferred method: Author (or representative) will drop off book or publication at the Bookstore Booth on booth set-up on Monday (3–7 pm) or Tuesday (8–10:30 am).

Acceptable method: Author assumes cost for arranging shipment through the Bookstore Manager according to Exhibitor Contractor centralized shipping. Contact Bookstore Manager to arrange.

Association staff will not be responsible for cartage of books or publications on behalf of authors.

6. **PURCHASE INFORMATION:** All authors or representatives are to provide the Association with purchasing information as indicated on the required form. The Bookstore Manager will make all purchase information available at the booth. Authors may also supply flyers/cards to accompany the display book or publication. If interested, authors/representatives may position their pricing so as to make a “special offer” or provide a discount for members, with instructions as to how to activate this discount.
7. **MEET THE AUTHOR:** The Bookstore Manager may, at her discretion, arrange for “Meet the Author” time slots during Booth hours. Authors are invited to meet with Conference attendees and promote their book. Arrangements will be made at a mutually agreeable terms with authors. It is understood that no sales or transactions will take place. Authors may sign personal copies of books brought to the Booth by Conference attendees.