

# Association Book Exhibit

Dear Publishers,

**RE: Registration Deadline (ABE's catalog department)**  
**Books Due Deadline (ABE's processing department)**

Please note the separate deadlines as well as the submission instructions at the bottom of all ABE announcements.

**Registration Deadline:** Must send separate from books. Registrations (listings) go to the catalog department and must be received by the Registration Deadline in the top right and bottom right corners of each announcement to ensure a listing in ABE's Titles on Display catalog. Though we encourage you to include a copy of the registration in your packages (*whenever possible*), this does not ensure your listing will make it to the catalog department in time. (So always send your Registration separately.)

NOTE: You may mail, fax, or email your registration to us by the registration deadline. We do not need the actual form; we only need the information required by the form. You can send all the required information in an email to [info@bookexhibit.com](mailto:info@bookexhibit.com), or if you are sending numerous titles email a Word document or Excel file (*see attached sample*).

**Books Due Deadline:** All materials must be received by the Books Due Deadline to ensure exhibit. Shipping materials to the conference site or our rep's hotel is not always a viable alternative. Too often, costly additional fees are incurred. Place the name of the conference on the outside of all packages being shipped to ABE. If you wish to package materials together for more than one exhibit, feel free to do so. Be sure to separate all materials in the package by conference and indicate the names of the conferences. If your package contains materials for multiple shows ~ indicate multiple shows on the outside of the package.

We hope this helps to clear up any confusion and as always do not hesitate to contact us with any questions you may have. Have a great day!

**9423 Old Mt. Vernon Road • Alexandria, Virginia 22309**  
**Phone: (703) 619-5030 • FAX: (703) 619-5035 • [info@bookexhibit.com](mailto:info@bookexhibit.com)**

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## **SAMPLE REGISTRATION BELOW:**

Include: 1) The Name of The Conference; 2) Number of Titles / Take-Ones to be exhibited; 3) Book or Journal Title; 4) Authors / Editors; 5) Publication Dates; 6) List Prices; 7) Discounted Price (*if you offer any ~ list actual prices not the percentage*); 8) Ordering / Contact information (*to be placed in the back of Titles on Display catalog*); 9) Post-conference report address (*if different from Ordering / Contact address*)

NOTE: The document you send should include all of the pertinent information, just as it would if you were submitting the actual registration form.

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## **APSA, September 2-5, 2010**

2 titles

My Book of Butterflies  
By Jones & Smith  
07/09  
\$24.95  
(19.96

All About My Childhood  
By Davis  
05/05  
\$40.00  
\$32.00

E. Summer, Marketing Manager  
My Made Up Publisher  
1111 Any Street  
Any Town, Any State 00000  
111-101-1010 Tel  
111-101-1111 Fax  
info@publisher.com

Email post-conference report to  
summer@publisher.com

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Send this document by:

**Mail** to address below; **Fax** to 703-619-5035; or **Email** to info@bookexhibit.com.

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