

**44th Annual**  
New England Independent Booksellers Association  
**Fall Conference**

**September 18-20, 2017**  
**Rhode Island Convention Center Ballroom**  
**Providence RI**

**EXHIBITOR INFORMATION AND REGULATIONS**

**FEES FOR CONFERENCE EXHIBITORS**

**NEIBA Members • \$525 for first table &  
• \$425 for each additional table**  
2 free badges; @\$25 each additional badge

**Non-Members • \$725 per table**  
2 free badges; @\$35 each additional badge

**First Time Exhibitors • \$350 per table**  
2 free badges; @\$35 each additional badge

**Exhibit includes**

- One 6' long x 2' wide table
- One 44" long x 7" wide identification sign
- A white non-slip table cover with draped sides
- One chair

Table-top exhibits are positioned in open rectangles in groups of 5, 7 or 9.

Exhibits are not to exceed 54" in height from the floor or 24" from the top of the 30" high table.

No part of the display may be located in the aisles or interiors of exhibit rectangles; nor may the display intrude upon adjacent tables belonging to other exhibitors.

NO goods are to be sold at the show.

## 2017 NEIBA Fall Conference Information & Regulations

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### PAYMENT

Payment in full must accompany the Order for Exhibit Space. Make checks payable to New England Independent Booksellers Association. No credit cards. Exhibitors who reserve exhibit space before **August 1, 2017**, will receive a full complimentary listing in the Fall Conference Program. Orders for exhibit space after August 1 will be accepted only if space permits.

### EXHIBITION SERVICES

Freeman Decorating handles all furnishings, labor and shipments to the Rhode Island Convention Center. After August 21 you will be emailed a link to Freeman's online Exhibitor Services Kit. Freeman Decorating is located at 275 Bodwell Street, Avon, MA 02322; Tel: (888) 508-5054; Fax: 469-621-5608 or FreemanBostonES@freemanco.com

You do not need your table assignment for any advance shipping or auxiliary services requested from Freeman Decorating.

To order electrical, or telecommunications contact Rhode Island Convention Center at (401) 458-6103, <http://www.riconvention.com/exhibitors/online-exhibitor-services>.

### SET-UP PROCEDURES

**Set up Monday September 18, 10:30am -10pm and Tuesday September 19, 7:30am -10am**

Exhibitors may bring materials into the Rhode Island Convention Center on during setup hours. Materials can be brought in through the Loading Dock, which is located on West Exchange Street about 1/8 mile west of the North Garage entrance. Parking at the Loading Dock is limited to no more than 20 minutes. Materials can also be carried into the Ballroom from the adjacent parking garage.

Directions to the Loading Dock: [www.riconvention.com/exhibit/exhibit-directions-parking](http://www.riconvention.com/exhibit/exhibit-directions-parking)

Exhibitors must wear badges to enter the Ballroom during all hours, including set-up. Badges can be picked up at the NEIBA registration desk outside the exhibit hall. Security is provided on exhibit day, however, NEIBA is not responsible for loss or theft of any exhibitor items.

### PRE-SHOW PUBLICITY & FALL CONFERENCE PROGRAM ADVERTISING

#### **Pre-registration materials**

**Your special offer is due to [Nan@neba.org](mailto:Nan@neba.org) by August 1, 2017.**

#### **NEIBA Fall Conference Program - deadline August 18**

Last year's Program was distributed to over 700 attendees during the show. Exhibitors receive a free listing of their location on the trade show floor, the contact person at the booth, mailing and email address, phone and FAX number and special offers.

Outside Back Cover	\$1,100.00 (includes free ENewsletter Ad)
Each Inside Cover	\$800.00 (sold 2017)
Full page (8.5" x 11")	\$600.00
Half page (7" x 5" horizontal)	\$350.00
Quarter page (3.25" x 5" vertical)	\$250.00

#### **NEIBA Trade Show E-Newsletter - deadline August 16**

Full page (8.5" x 11")	\$300.00
Half page (7" x 5" horizontal)	\$200.00
Quarter page ((3.25" x 5.5" vertical)	\$100.00

#### **Advertise in both the E-Newsletter & Program**

Printed Program Ads	E-Newsletter Ads	Both!
Full Page - \$600	Full Page - \$300	\$799
Half Page - \$350	Half Page - \$200	\$499
Quarter Page - \$250	Quarter Page - \$100	\$299

**To reserve ad space in the ENewsletter or Fall Conference Program email [Nan Sorensen at Nan@neba.org](mailto:Nan@neba.org).**

## 2017 NEIBA Fall Conference Information & Regulations

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### REGISTRATION FOR BADGES & EVENT TICKETS

All exhibitors must complete a registration form for badges and tickets to meal functions or events. The registration form will be emailed to you in August. The last day NEIBA will process pre-registration is September 13, 2017.

### PARKING

There is ample parking at the Rhode Island Convention Center Garage. The day rate is \$15 per day (enter after 7:00AM and exit by midnight), overnight parking is \$20 for each 24 hour increment, with no in and out privileges.

### OTHER INFORMATION

- NO goods are to be sold at the show.
- The Rhode Island Convention Center is a no smoking facility.
- Exhibitors may not dispense food or beverages on the floor without prior permission from NEIBA and the Rhode Island Convention Center.
- Exhibitors displaying audio or video products are requested to keep noise levels at a minimum.
- No taping of posters or other materials is permitted on Ballroom walls.

### AUTOGRAPHING

**Autographings will occur Tuesday September 19 at publisher's tables.**

Publishers are encouraged to have author signings at their tables. Notify NEIBA of these table signings by August 18 and NEIBA will promote them through signage and listings in the show materials. There is a **non-refundable \$75 fee** for this service.

NEIBA maintains a policy of suggesting that booksellers voluntarily donate two dollars for each autographed book they receive to a local literacy group and will provide small containers to use for collection.

### PUBLISHER PICK-NIC BOXED LUNCHEON

Once again the Publishers Pick-Nic will be a booksellers/rep boxed lunch. This will be held Monday, **September 18 from Noon – 2pm** in the Convention Center. There will be no other competing events during this time and is a perfect opportunity to meet with frontline booksellers and buyers to talk about the highlights of your list. Rep attendance is chosen by lottery. **Submit your name by emailing Nan@neba.org**. The deadline to sign up is August 1. There is a **\$125 non-refundable fee** for each publisher rep participating in this event.

### RAFFLE PRIZES FOR STORE ORDERS

NEIBA will conduct a raffle for prizes to eight bookstores that place orders at the show. Prizes can only be won by bookstores and will include one free ticket to each NEIBA and NECBA event in 2018. Tickets for the raffle are to be given out by exhibitors in exchange for orders. Only one ticket should be given out per order. You will receive a packet of 50 tickets per table before the show opens on Wednesday. Additional ticket packets will be available upon request at the registration desk.

### WHERE TO STAY

NEIBA has reserved a block of rooms at two Providence hotels: **The Omni** at One Exchange Street, Providence, RI 02903 (401) 598-8000. Room rates at the Omni are **\$195** per night. The **Providence Biltmore** at 11 Dorrance Street, Providence RI 02903. (401) 421-0700. The room rates at the Biltmore are **\$179** per night. Rates reflect single, double or junior suite occupancy, plus tax. Hourly and overnight parking is available at both hotels at their published rates.

**You must reference NEIBA when making your reservation to receive the group rate!**

All reservations must be guaranteed with a one-night room deposit by remitting a check or a major credit card number and expiration date. If a reservation is cancelled, one night's room and tax will be forfeited.

**Deadline for room reservations is Monday, August 28, 2017**

**DEADLINES**

<b>August 1</b>	ORDERS FOR EXHIBIT SPACE Special offers for pre-registration
<b>August 15</b>	ENewsletter Ads
<b>August 18</b>	Autographing sign-up Publisher Pick-Nic Luncheon sign-up Special offers for Fall Conference Program Fall Conference Program copy and ads
<b>August 28</b>	Hotel reservations
<b>September 13</b>	Pre-registration for badges and function tickets

**TENTATIVE FALL CONFERENCE SCHEDULE**

**Monday September 18**

Plenary  
Publisher Pick-nic  
Education  
Author Reception

**Tuesday September 19**

Children's Breakfast  
Exhibits (with opportunities for author signings at exhibitors tables)  
Awards banquet

**Wednesday September 20**

Author breakfast  
Education  
NEIBA Annual Meeting  
Bookseller Luncheon

**Visit [www.newenglandbooks.org](http://www.newenglandbooks.org) for all forms**

**New England Independent Booksellers Association**  
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