



Please print and mail your completed application to:

Danielle Leach
 c/o UBAWA
 P.O. Box 5514
 Atlanta, GA 31107

UBAWA 2013 Fall Book Fair Exhibitor Application Form

Vendor's Name _____

Email _____

Phone: _____ Phone 2: _____

Address: _____

I am reserving _____ exhibitor/booth space(s) for the UBAWA Fall Book Fair held on Saturday, September 28, 2013 at the GICC between the hours of 12 pm — 6 pm. Please List the name(s) of all persons occupying booth. If you are splitting the cost with a friend, please list their name here: _____.

Fee Schedule

Category	Early Registration Fee (Paid in Full by June 15 th 11:59 p.m. EST)	General Registration Fee (Paid in Full by July 15 th 11:59 p.m. EST)	Late Registration Fee (Paid in Full by August 1st 11:59 p.m. EST)
___ Single Booth	\$90	\$100	\$200
___ Double Booth	\$150 (\$75 per author)	\$150	\$250
___ Publishing Company (3+ authors), Book Club, or Group	\$225	\$250	\$350
___ Non-Book Vendor	\$125	\$125	\$225
___ Sponsor	\$50	\$50	\$50
___ Performer/Volunteer	—	—	—

Make your payment online at: www.ubawaannualbookfair.webs.com

For Authors:

Please include your book title here: _____

Genre _____

For Publishing Companies

What is the name of your publishing company? _____

Please list the names of all the authors who will be occupying your booth below:

Author's Name	Book Title(s)	Genre

For Sponsors

Please include the name of your company as it should appear on our promotional items and Step & Repeat Backdrop:

Be sure to email ubawa2011@gmail.com your company's logo (subject line: Book Fair Sponsor)

For Non-Book Vendors

Will you be showcasing a product or service? _____

What item(s) do you plan on promoting and selling at the 2013 UBAWA Fall Book Fair?

I have read, understand, and agree to UBAWA'S Fall Book Fair Policies & Agreement.

Print Name: _____

Sign: _____ Date: _____

Date Received by: _____ Payment Received by: _____ Booth Assignment: _____

UBAWA'S Fall Book Fair Information, Policies, & Agreement

General Exhibitor Information

The UBAWA Fall Book Fair is scheduled to take place on Saturday, September 28, 2013 between the hours of 12 p.m. – 6 p.m.

Refunds & Cancellation

No refunds will be given after July 15th. In the event the UBAWA Book Fair is cancelled for any reason or the location or date changes, all book fair exhibitors will receive a written and/or email notification of the cancellation or change. A 100% refund on booth fees paid will be given only in the event that the fair is cancelled.

Hotel Accommodations

Hotel accommodations are the responsibility of the author or publisher. To make things a little easier, we have researched and compiled a list of 4 and 5 star-rated hotels in the metro Atlanta area according to price and location. As always, it is in your best interest to reserve your hotel room(s) early in advance. Please visit our website to view a list of hotels.

Visiting Atlanta

Visiting Atlanta is what you make it and the key to getting the most out of your trip is having many options for things to do and places to go. It's what makes your trip worthwhile. So below, we have put together a list of Things to Do & Places to See When Visiting Atlanta that can be found on our website. We hope you enjoy!

What to Bring

All exhibitors are required to submit proof of government issued ID during check in. We also encourage authors who will be selling their books at the fair to bring at least 10 copies of their book for sale. If you are a publisher who will be promoting your services at the event, it may also help to bring flyers that provide a description of your services and any discounts or specials you have to offer.

Arrival/Sign-In

All exhibitors will need to arrive at the designated meeting room listed on your Confirmation Sheet that will be sent to you a month before the fair. The fair will start at 12 p.m., so all exhibitors must arrive at the designated meeting room **NO LATER THAN 9:45 a.m.** to check-in and set up.

Regulations

Only authors and exhibitors whose name(s) appear on the Exhibitor Application will be allowed to occupy your assigned booth. One complimentary guest is allowed per booth registrant/vendor. You must stay in your assigned booth area and sell and promote only those items indicated on your Exhibitor Application. You may not engage in any legal activity of any kind. Violation of any rule, regulation, or law will result in the forfeiture of your space without a refund. Spaces are non-transferrable and cannot be resold. Participating as a vendor signifies acceptance and compliance with all rules, policies, and regulations therein.

Safety & Security

As a general rule of thumb, it is always important to be aware of your surroundings and keep your personal belongings and valuables close to you within eyesight. UBAWA Book Fair is not responsible for personal belongings, items, or merchandise lost or stolen.

Liability

UBAWA Book Fair is not liable for any injury to any person or damage to or destruction of an exhibit or merchandise; or for the theft or disappearance from any booth display or any property contained in or about the exhibit area; or for any loss sustained by an exhibitor or vendor; or for any act of any exhibitor or vendor.

Sanitation & Recycling

Sanitation and recycling bins will be placed throughout the exhibit area for your convenience. Please discard all trash and recyclable items in their respective containers. You are responsible for cleaning your area.

Enforcement of Rules

All rules, regulations, policies, and laws herein will be strictly enforced by the UBAWA Book Fair organizing committee. Participating as a vendor signifies acceptance and compliance with all rules, policies, and regulations therein.

Display Area/Assigned Space

Each author exhibitor will receive a 10 ft table and one chair. Authors reserving a double booth will be assigned 2 chairs per table. Publishing companies, book clubs, or groups with 3 or more people will be assigned 3-4 chairs as needed. Please remain in your assigned booth space throughout the duration of the event.

Additional Tips

Professionalism – As always, please maintain a professional attitude while promoting and selling your books and/or services at the UBAWA Book Fair. Greet readers/guests with a smile and/or a handshake and encourage them to stop back by your booth if they don't make a purchase the first time around.

Promotions – We encourage authors and vendors to offer unique promotions and giveaways while showcasing their books and/or services at the UBAWA Fall Book Fair. Be sure to bring a sheet where readers/guests can add their names and email address to and join your mailing list.

Change – Providing customers change will be the sole responsibility of each individual vendor. UBAWA will not have change available.