

BookExpo 2023

Sunday, January 29, 2023 • 11am-4pm
Eisenhower Recreation Center

AUTHORS • BOOKS • FUN

Writers League of The Villages & The Villages® Recreation Dept

Welcome to BookExpo 2023

To help ensure success, we have established a few essential rules. For those of you who have attended our prior Expos, you will find minimal changes.

- **Parking:** Upon arrival, authors may temporarily unload near the main entrance. Once unloaded, quickly move your vehicle to the outer parking areas so others may unload. Do not park in those spaces located near the main entrance. These parking areas are 'reserved' for our guests.
- **Arrival Time:** Authors may enter the building at 9 am. Your table setup must be completed no later than 10:30 am. The Expo ends at 4 pm, and we must be out by 4:30. ***Your attendance until 4:00 is expected to ensure the success of the event.*** However, if you must leave before 4 pm, please notify a member of the Expo Team at the front table in the lobby. (Failure to do so may prevent your participation in future events.)
- **Snacks/Attire:** You may wish to bring snacks and something to drink as well as a sweater, jacket, etc. as this facility may be cool.
- **Sales support: CASH:** Have an ample amount of \$1s, \$5s, \$10s. Price your books to round figures (\$10, \$12, etc.) to avoid needing coin change. Include the 7% Sales Tax in this price.

Credit Cards: WiFi in the facility can be spotty. We suggest that you use your wireless carrier (instead of WiFi) if you are accepting credit cards.

- **Tablespace:** There are full 6' tables, and 3' tables. Only two (2) people are allowed per 6' table; Only one (1) person per 3' table (except in special situations approved in advance). Note that if you bought a full table, you may have a helper. Look for a roving volunteer, or contact an Expo Team member if you need a volunteer to give you a short break.
- **Tables:** We suggest that you decorate your tables (preferred colors—red, white, or blue in honor of our Military personnel). You may offer swag, flyers, bookmarks, individually wrapped candy, etc. No gum or messy foods, please. If you are sharing a table, please consider your neighbor. There are to be no balloons, banners above or behind a table that interferes with another participant. No music, video sound, etc.

- **Posters/Signs: PLEASE READ CAREFULLY**

Table signs

Half table: limited to 8.5" x 11"

Full table: limited to 11" x 18"

Signs not on tables:

Larger signs **up to 18" by 24"** may be displayed on your own easel behind your table if space allows.

- *NO EASELS OR LARGER SIGNS ARE ALLOWED BETWEEN OR ON TABLES.*
- No signs are allowed that may obscure another Author's table. Note: If your assigned table is on an outer wall, you may NOT have room for an easel unless you are at a corner.
- **Freestanding banners are not permitted.** They are too large and will impinge on your neighbor's space.
- *DO NOT block exits or fire extinguishers.*

The Eisenhower Recreation center is a military museum. Please respect the space. NOTHING IS ALLOWED TO BE PLACED ON WALLS OR EXISTING FURNITURE.

Enjoy the day! You're an author and people are looking forward to learning about your books.

Authors' Rooms: Key to room assignment prefix -

GA = General Arnold Room

GB = General Bradley Room

NK = Admirals Nimitz/King Room

GM = General Marshall Room

Speaker Programs/Panels:

General MacArthur Room: 12:00 Al Pessin, Foreign Correspondent and Award-Winning Author
2:00 Patricia Charpentier, Founder of "Writing Your Life:
3:00 David Houck, CEO of SoZo Kids and Help Agency CEO

QUESTIONS?

Contact Rita Boehm @ ritab1423@gmail.com or wlovwriters@gmail.com