

Hi everyone

Event day is almost here. Just a few days until Sunday, January 26th and BookExpo 2025! I hope you're as excited as I am. It's always a fun day.

Now's the time to remind your friends and neighbors! Email the attached flyer! Hand out any bookmarks you still have. Share our poster on Facebook or other social media.

**Event Instructions:**

I sent out the event details a few weeks ago, but I've embedded them into this email - just in case you haven't read them yet. I'm also attaching another copy of your room/table assignments.

**Parking:** Upon arrival, authors may unload near the main entrance. Once unloaded, quickly move your vehicle to the outer parking areas so others may unload. Do not park in the lots near the main entrance. That area is 'reserved' for our guests. **NOTE: Parking will be managed this year. Volunteers with golf carts will assist anyone who cannot walk from the outer lot.**

- **Arrival Time:** Exhibitors may enter the building at **8 am**. Your table setup must be completed **no later than 9:30 am**. BookExpo ends at 3 pm, and we must be out by 3:30. **Your attendance until 3:00 is expected.**

- **Coffee/Snacks:** Coffee, ice water, and an assortment of snacks will be set up in the kitchen. You may wish to bring additional snacks and something to drink.

- **Attire: IMPORTANT NOTE:** The temperature in the building fluctuates wildly – especially as the crowds build and the a/c is adjusted. The afternoon may get quite cool. A sweater or jacket is recommended.

- **Tablespace:** There are 6' tables and 3' tables. Two (2) people are allowed per 6' table; Only one (1) person is allowed per 3' table (except in special situations approved in advance. Roving Expo Team volunteers will be available to watch your table if you need a short break.

- **Tables Décor:** You may offer swag, flyers, bookmarks, individually wrapped candy, etc. **NOTE:** No balloons or banners above or behind a table that interferes with another exhibitor. 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 Exhibitor’s table. Note: If your assigned table is on an outer wall, you may not have room for an easel unless you are in a corner.
- **Freestanding retractable banners are not permitted.** They are too large and will impinge on your neighbor’s space.

**Any questions, please contact me.  
Rita Boehm, BookExpo2025 Chair**