

Welcome to BookExpo 2026

Eisenhower Recreation Center, January 25, 2026

Hours: 10:00 – 3:00

We have established a few essential rules to ensure the success of BookExpo.

- **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. 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. However, if you must leave before 3 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 WLOV events.)
- **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.
- **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: Many customers will want to use a credit card. WiFi in the facility is spotty. We suggest you use your phone's wireless carrier (instead of WiFi) if accepting credit cards.

- **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 mind your table if you need a short break.
- **Table Décor:** We suggest you present your books attractively and cover your tables with tablecloths. You may offer swag, flyers, bookmarks, individually wrapped candy, etc. No gum or messy foods, please. **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

3 foot table: limited to 8.5" x 11"

6 foot 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 signs are allowed that may obscure another Exhibitor's table.
- **Freestanding retractable 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 HUNG ON THE WALLS.***

Most importantly: Invite your friends and neighbors. Smile! Have fun!! You're an author, and people are looking forward to meeting you.

Key to room assignment prefix -

BR = General Bradley Room

NK = Admirals Nimitz/King Room

MA = General Marshall Room

Speakers – Generals Arnold/MacArthur Rooms (combined):

11:00 a.m. – Leonardo DaVinci comes Alive! Fresh from the year 1500, Drake Shepard will tell us his tale of this true Renaissance man and all his exploits of employment and much more!

1:00 p.m. – Roberta Moore, popular speaker and past VP of the International Association of Near-Death Studies, will draw on her personal experiences to address the fascinating topic of “Near-Death Experiences: Life Beyond the Body”.

QUESTIONS?

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