



Guild of Book Workers Standards of Excellence

PHILADELPHIA October 24-26, 2019

**VENDOR
REGISTRATION
FORM**

The 'Standards of Excellence' Seminar invites all Vendors to register for the conference. Registration accepted up to deadline September 15, 2019, or until capacity is reached. Please note that tables are limited and assigned on a first-come, first-served basis. Cancellations prior to September 1, 2019 will be refunded less a 10% cancellation fee; no refunds will be made after September 1, 2019. For Hotel Reservations, please refer to the Seminar Registration details in the information pages.

For questions about payments contact Laura Bedford, GBW Treasurer (treasurer@guildofbookworkers.org). Other questions regarding the Seminar should be directed to MP Bogan, Standards Chair (standards@guildofbookworkers.org).

A press release to advertise the Vendor Room will be posted to the local book arts community in the Philadelphia area.

VENDOR INFORMATION

Company Name
Contact Person
Full Address
Country Phone
Email Website
Names of other Table Attendees (for name tags):
.....

HOTEL SHIPPING INFORMATION

Standards will be held at:
Loews Hotel Philadelphia, 1200 Market Street, Philadelphia, Pennsylvania, 19107
If you plan to send boxes to the hotel, you must ship through the FedEx Office Print & Ship Center located at the Loews Hotel. For details and instructions please visit <https://local.fedex.com/pa/philadelphia/office-5650/>
Shipments into and out of a hotel or convention center featuring a FedEx Office location are subject to receiving or handling fees in addition to the transportation charges incurred for shipping, regardless of the transportation carrier. For details and costs please refer to the Loews Philadelphia Package Shipping Instructions (https://local.fedex.com/documents/hco_locations/MUVKI/shipping_receiving_file_83.pdf)

VENDOR ROOM SCHEDULE

Free internet is provided in the Vendor Room

October 24	7:00AM - 10:00AM	Vendor Room set up
	10:00AM - 6:00PM	Vendor Room open to the public
October 25	8:00AM - 6:00PM	Vendor Room open to the public
October 26	8:00AM - 2:45PM	Vendor Room open to the public
	3:00PM - 4:30PM	Vendor Room strike; please note that room must be clear by 4:30 for banquet set up

CALCULATING YOUR FEES

Table Rental		
3' x 6' draped table (includes set-up & strike fee, one table)	\$225	\$ _____
Additional table(s), ___ x \$75each (limited to 4 additional tables)		\$ _____
Banquet Tickets: ___ person(s) x \$70 per person		\$ _____
Sponsorship or Donation		\$ _____
	TOTAL	\$ _____

PAYMENT METHODS

- Online Registration**
- Online Registration begins June 1, 2019
 - a credit card is required for online registration
 - register at: www.guildofbookworkers.org/standards
- Mail-in Registration**
- Check payable to "The Guild of Book Workers" enclosed with a copy of this form (Checks must be drawn on U.S. banks, in U.S. currency; a \$25 fee will be charged for all returned checks)
 - Check & form posted to: Laura Bedford - GBW Treasurer, P. O. Box 391146, Mountain View, CA 94039