



VENDOR REGISTRATION

The ‘Standards of Excellence’ Seminar invites all Vendors to register for the conference. Registration deadline is August 15, 2018. Cancellations prior to September 1, 2018 will be refunded less a 10% cancellation fee; no refunds will be made after September 1, 2018. 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 arts community in the Minneapolis-St. Paul area. To be included, please confirm your reservation by August 15.

VENDOR INFORMATION

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

HOTEL SHIPPING INFORMATION

- Label each box with the following information:
 Hyatt Regency Minneapolis - c/o Amanda Halvorson
 1300 Nicollet Mall
 Minneapolis, MN 55403

“Hold for Guild of Book Workers ~ October 18-20, 2018 ~ [Your Name, Business Name, Arrival Date, Return Address, Phone Number]”

VENDOR ROOM SCHEDULE

Free internet is provided in the Vendor Room

October 18	7:00 am - 10:00 am	Vendor Room set up
	10:00 am - 6:00 pm	Vendor Room open to the public
October 19	8:00 am - 6:00 pm	Vendor Room open to the public
October 20	8:00 am - 2:45 pm	Vendor Room open to the public
	3:00 pm	Vendor Room strike begins

CALCULATING YOUR FEES

Table Rental	
3’ x 6’ undraped 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	\$ _____
TOTAL	\$ _____

PAYMENT METHODS

- Online Registration
- Online Registration begins June 1, 2018
 - 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

PLEASE NOTE: Once you register for Standards, GBW will send you the Hyatt Regency Minneapolis Booth Service Agreement Form. This form is required if you are shipping boxes and must be filled out, signed and returned to Amanda Halvorson at amanda.halvorson@hyatt.com (612-596-4534) prior to your arrival at the hotel. The Booth Service Agreement Form expedites the set up process and will ensure that your boxes will be stored safely and delivered to the vendor room in time for set up on Thursday morning.