What to send:

1. Please send one copy of each title for display.

2. If you have a featured author who is on the program at the Conference please send additional copies of the featured title. This allows the highest visibility of your book and author in the Book Resource Room and at the Author Book Signing and Reception. (If you are not sure whether you have a featured author, please contact Mary Ulmet: marywill@indiana.edu.)

3. Order Information. DO NOT FORGET ORDER FORMS or CONTACT INFORMATION! If your books are coming from a fulfillment house, send approximately 200 sheets with ordering information directly from your office to the address below. Attendees will purchase your materials using order information provided by you...

WE CAN’T GET YOU BOOK ORDERS WITHOUT HAVING ORDERING INFORMATION!

4. Optional: Posters, self-standing table top displays, catalogs, fliers – anything that will draw attention to your display and help promote your programs and products.

Delivery Window: Boxes should arrive at the hotel no earlier than Friday, February 12, 2016 and no later than Wednesday, February 17, 2016.

The hotel has strict shipping directions. I include a template using Avery 5664 shipping labels or boxes should be labeled exactly as follows:

To: Mary Ellen Ulmet

Book Room Coordinator Checking in: 2/15/16
APPE 25th Anniversary Conference Feb. 18-21, 2016
Hotel Contact: Kristyn Kendrick
c/o Hyatt Regency Reston Hotel
Grand Ballroom
1800 Presidents Street
Reston VA 20190 USA

Box #1 of ________

Please contact me with any questions: Mary Ulmet marywill@indiana.edu or 812-855-6450

*NO MATERIALS WILL BE RETURNED WITHOUT PRIOR ARRANGEMENT*