

EMEOC SUMMER WRITER'S WORKSHOP & BOOK FAIR

Greetings!

Please join us for EMEOC Summer Writer's Workshop & Book Fair to be held in Downtown Chicago at Loyola University's Water Tower Campus on Saturday, August 21, 2010. Please register by July 15th for the early registration discount. We look forward to welcoming you!

EMEOC Summer Writer's Workshop & Book Fair hopes to unite a vast community of authors, book lovers, bookstores, literary organizations, and publishers from all over the Chicagoland area in celebration of the written word. This event presents innovative fiction and non-fiction programs with author discussion, and readings.

Advertised and promoted locally, this year's workshop hopes to draw attendees from all over the Chicagoland and Northwest Indiana. The site is served by a terrific transportation system with CTA bus and "EL" lines steps away and the Metra Commuter Railroad a short bus ride away.

The Vendor package and prices for EMEOC Summer Writer's Workshop & Book Fair are outlined on the following page. Full payment is due with your completed registration form. Your registration will be confirmed within 30 days of receiving your completed form and payment.

We look forward to you joining us for this exciting event. If you have any questions, please email: exhibitor@emeofchicago.com or call (888-598-9570) or (312-962-4419 ext.101).

The EMEOC Summer Writer's Workshop & Book Fair
is presented by
Executive Meetings & Events of Chicago
www.emeofchicago.com

EMEOC Summer Writer's Workshop & Book Fair **Book Table Vendor Information**

Vendor Package:

- One 6 foot table with 2 chairs per site
 - One for you and your attendant
- One I.D. sign
- Listing in event publication
- Listing on the event website
- Lunch and refreshments for the day
- Admission to workshop sessions
 - As long as book table must be attended at all times
- Admission to Networking Reception & Fishbowl Readings
- Two Guest Passes (*Admission to Workshop, Book Fair, Networking Reception, and Fishbowl Readings*)

Vendor Registration Fee

- \$300 – Standard Registration Fee
- \$250 -- NFP Organizations (*proof of exemption required*)
- \$200 -- Authors

****Early Registration Discounted Fee:***

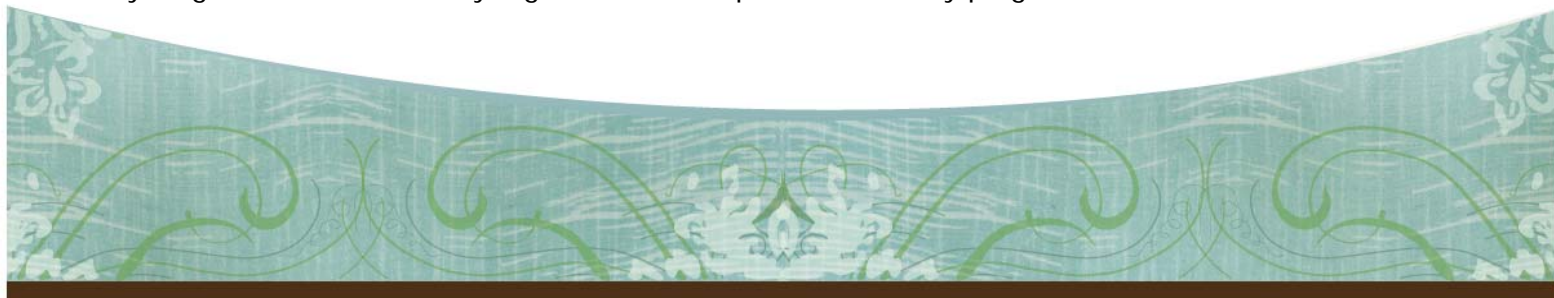
**Subtract \$50 per table (register before July 15, 2010)*

Standard Registration Fee:	July 16 th – August 14 th
Late Registration Fee:	Add \$75 per table (after August 14 th)
Cancellation Fee:	50% through August 15, 2010 <i>*All cancellations must be submitted in writing</i>

No refunds for cancellations after August 15th

Space is limited. Applications are processed on a first come, first served basis, and do not guarantee your table location. Placement of vendors is determined by Workshop organizer.

In order to exhibit at the EMEOC Summer Writer's Workshop & Book Fair, you must be a bookseller, publisher, literary magazine, author, literacy organization, or represent a literacy program.



Book Table Vendor Agreement

EMEOC Summer Writer's Workshop & Book Fair – Book Table Vendor Agreement

This agreement sets forth the mutual understanding and commitments Executive Meetings & Events of Chicago, whose legal name and address appear on the EMEOC Summer Writer's Workshop & Book Fair Vendor Registration form, regarding the Vendor's participation in the EMEOC Summer Writer's Workshop & Book Fair to be held on Saturday, August 21, 2010.

Vendor's Participation in the EMEOC Summer Writer's Workshop & Book Fair

- 1) Applications for the EMEOC Summer Writer's Workshop & Book Fair are considered on a first-come, first served basis based upon the receipt of a complete application and payment. Executive Meetings & Events of Chicago reserves the right, in its sole discretion, to refuse participation in the Book Fair to any applicant for any or no reason.
- 2) The primary purpose of the Vendor participation in the EMEOC Summer Writer's Workshop & Book Fair is to sell or distribute books, literary magazines and other literary materials and the Vendor accepts that selling merchandise that is not directly related to books and literary materials is prohibited without express written consent of the EMEOC Summer Writer's Workshop & Book Fair organizer. Vendor acknowledges that violation of this provision is grounds for termination of the EMEOC Summer Writer's Workshop & Book Fair - Book Table Vendor Agreement and ejection from the Workshop and that all monies paid shall be forfeited.
- 3) Vendor agrees that it will maintain its table, open to the public between 11:00 a.m. and 4:00 p.m. on Saturday, August 21, 2010.

Limitations of Liability

- 1) Executive Meetings & Events of Chicago, EMEOC Summer Writer's Workshop & Book Fair sponsors and the employees, representatives and agents shall not be liable for any claims, liabilities, costs and charges arising out of any injury, loss or damage to the person or property of the Vendor, its employees, representatives and/or agents, except to the extent arising out of the sole negligence of Executive Meetings & Events of Chicago, EMEOC Summer Writer's Workshop & Book Fair sponsors.
- 2) Vendor acknowledges and agrees that it is solely liable for any and all sales tax or other taxes, fees and assessments required by applicable federal, state or local law in connection with Vendor's participation in the Book Fair.

Acknowledgement

Vendor acknowledges that execution of the Vendor Registration Form binds Vendor to the terms of this EMEOC Summer Writer's Workshop & Book Fair Vendor Agreement.

Book Table Vendor Agreement

Vendor Information:

*Company name _____

Contact person _____ Contact phone _____

*Address _____

*City _____ *State _____ *Zip _____

*Phone _____ Fax _____

E-mail _____ *Website address _____

*One sentence description of company _____

Company(s) name to appear on I.D. sign

(If shared table include partner name)

Complete only for shared table:

*Name of partnering company _____ E-mail _____

*Address _____

*Website _____ *Phone _____

*One sentence description of partnering company _____

Book Table Vendor Agreement

Note: starred (*) information will appear on our website.

Author or Company name:

Check your category:

- Major publisher
- National bookstore chain
- Non-Profit Literary Organization.
- Independent press/literary magazine
- Independent bookstore
- Author

Table fee (Discounted rate before July 15, 2010 sub-tract \$50 per table)

\$ _____ Standard registration fee

\$ _____ Number of tables (Maximum 2 tables)

\$ _____ Discount/Late fee (if registering before July 1st or after August 14th)

\$ _____ Total fees

Agreement:

I agree to the terms set forth in this application and acknowledge receipt of the EMEOC Summer Writer's Workshop & Book Fair – Book Table Vendor Agreement ("Agreement"). I have read the "Agreement" and agree to be bound by these terms.

Print name _____

Signature _____

Date _____

All Credit card payments are accepted online or Fax: 312-268-6319

Make checks payable to: ***Executive Meetings & Events of Chicago***

Mail to: Attention: Vendor Sales Department

Executive Meetings & Events of Chicago

150 North Michigan Avenue, Suite 800

Chicago, IL 60601