

NEW LIVING EXPO

APRIL 30- MAY 2, 2010

LECTURE, PANEL & WORKSHOP INFORMATION

ARRIVING AT THE EXPO

- Please arrive at the Concourse Exhibition Center 635 8th St., S.F., CA 94103 *at least 45 minutes* before you are scheduled to speak.
- Register at Speaker Registration, located inside and to the right of the main entrance of the Concourse, (on 8th Street at Brannan in San Francisco).
- You will be given a Speaker Badge and one (1) Guest Badge. These badges allow you and your guest to enter the Exhibit Hall, Lectures, Panels and Workshops. Paid Events are not included.
- If your “guest badge” person will not be checking-in along with you, please make sure s/he knows to check in using YOUR name, or give us their name at speaker check in.

INFO REGARDING YOUR SPEAKER ROOM

- You will be directed to your Room at the Registration desk.
Please arrive at your room 15 minutes before your presentation begins.
- Each room is equipped with a podium, sound system, hand held microphone, barstool, screen.
For additional A/V needs please contact our office at 415-382-8300 before April 9, 2010.
- Each room is assigned a Room Monitor who will introduce you, and signal you when there are 10 minutes, then 1 minute left in your presentation, and will hold up a “finish” sign.
- Lectures are scheduled for 45 minutes, and Workshops/Panels for 90 minutes.
- It is critical that you finish on time in order to make the room available for the next presenter. Please hold your Question & Answer session at the Expo Bookstore, or your booth.
- Handouts: We recommend that you bring 100 if you have a lecture or 250 if you have a workshop. The room monitor can help. Panels are up to you.

BOOKS, CD'S, AND DVD'S SALES

- If there's a book other than your own which you'll mention/recommend in your talk, please let us know about it so we can try to offer it at the Expo's bookstore.
- If you have any Books, CDs, DVDs, Video or Audiotapes which you would like to offer for sale to attendees, they can be sold in the Bookstore on consignment.
- **Nothing** may be sold in the Speaker Rooms without written authorization from the Producer,
- NO EXCEPTIONS!

ABOUT OUR BOOKSTORE

Our goal is to provide the attendees with an exceptional and diverse selection of books and tapes on Natural Health, Personal Growth, Path of Life, Conscious Parenting, Social Change, Metaphysics, Spirituality, Quantum Thought, Global Consciousness, and Green Business.

New Living Expo • 422 Corte Escuela • Novato, CA 94949 • Phone: 415.382.8300 • Fax: 415.883.1320

BOOKSTORE POLICIES

- You must fill out a consignment form for your bookstore items.
- The consignment split is 60/40. You will get 60% of the retail price, and the Bookstore makes 40%.
- All items must be priced with a sticker, or marked with the price.
- The Bookstore Manager must approve any promotional displays or posters.
- You must reclaim your unsold items at the end of the Expo, or leave instructions with the Bookstore. Your unclaimed items will be shipped to you at your expense, plus a \$5-per-box handling fee.

BOOKSTORE SIGNING AREA

The Signing Area is a focal point of the Bookstore. We strive to create an inviting and professional environment for both the authors and attendees. A daily schedule of Signing will be posted.

- All Speakers who have books in the Bookstore are asked to tell the bookstore manager that you will be doing a book signing following your presentation.
- Please announce your upcoming Book Signing at the **beginning** and again at the **end** of your presentation.
- The Bookstore area is located at the rear of the main Exhibit Hall, down from the food court.
- If you have scheduled a signing with the Bookstore and you find your unable to attend, please notify.

BOOKSTORE SHIPPING & RECEIVING

SHIPPING INSTRUCTIONS

1. Fill out the form below and fax it to us ASAP.
2. Retain a copy of the filled-out form for your records.
3. Place another copy of the filled-out form in the shipping box—on top of your product
4. Products should arrive between **April 1-17th**.

TO: New Living Expo
Attn: **BOOKSTORE & (speakers name)**
422 Corte Escuela
Novato, CA 94949

5. If you will be sending us more than one box, please number them in the following format:

(example, if you had 3 boxes)

1 of 3	2 of 3	3 of 3
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Don't Ship directly to the Concourse as they will be REFUSED !

HAND DELIVERY INSTRUCTIONS

1. Fill out the form below and fax it to us ASAP.
2. Retain a copy of the filled-out form for your records.
3. Bring another copy of the filled-out form, along with your product, with you to the New Living Expo. Take the form & your products (books, tapes or disks) to the New Living Expo Bookstore for consignment either on Thursday, April 29, from 4pm until 7pm, or on Friday, April 30, after 3 pm when the show opens, if your just dropping off, you can leave at speaker check-in, get a receipt.

BOOKSTORE CONSIGNMENT FORM

Please **fill out** this form:

1. Fax it to the New Living Expo Office. Fax: **415-883-1320**
2. Keep the original for your records
3. Make a copy to accompany your products to the Expo Bookstore

Check which Method you're using:

- I will **SHIP** my product(s) OR I will **HAND DELIVER** my product(s) to the New Living Expo Bookstore

DEFINITIONS

- **YOU** = The person who will be speaking at a Workshop, Panel, Lecture or Special Event
- **PRODUCT** or **MERCHANDISE** = Books, tapes or C/D's, DVD's.
- **QTY** = QUANTITY
- **PRICE** = You will receive 60%, and Expo will keep 40%

CODES:

- **BK = BOOK**
- **CS = CASSETTE TAPE**
- **VHS = VIDEO TAPE**
- **CD = COMPACT DISK**
- **DVD = DIGITAL VIDEO DISK**

SPEAKER NAME: _____

MUST BE A **STREET ADDRESS** (NO P.O. BOXES)

PHONE (____) _____ FAX (____) _____

MAILING ADDRESS: _____

SHIP TO THE ATTENTION OF: _____

CITY _____ STATE: _____ ZIP: _____

STREET ADDRESS: _____

E-MAIL: _____

CITY _____ STATE: _____ ZIP: _____

CODE	TITLE OF PRODUCT	QTY	RETAIL PRICE EACH	NLE OFFICE USE ONLY		
				QTY DELIVERED <small>VERIFY # OF ITEMS RECEIVED</small>	NUMBER OF ITEMS SOLD	TOTAL VALUE OF ITEMS SOLD
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
SIGN BELOW WHEN YOU PICK UP <u>ON SUNDAY</u> I have verified the inventory and received the unsold products. _____ (SIGNATURE)		(Print signer's name) _____		RETAIL TOTAL		
				LESS NLE (40%)		
				SUBTOTAL		
				LESS UPS SHIPPING*		
				PAYMENT DUE		

***SHIPPING CHARGES ARE UPS GROUND PLUS \$5 PER BOX HANDLING FEE**

- I request the New Living Expo to **ship** my unsold merchandise to me via UPS ground. I understand that there will be a handling fee of \$5 per box

- I will be present**, or send someone on **Sunday**, May 2nd, after 7:00 pm to pick up my unsold merchandise from the Expo Bookstore.