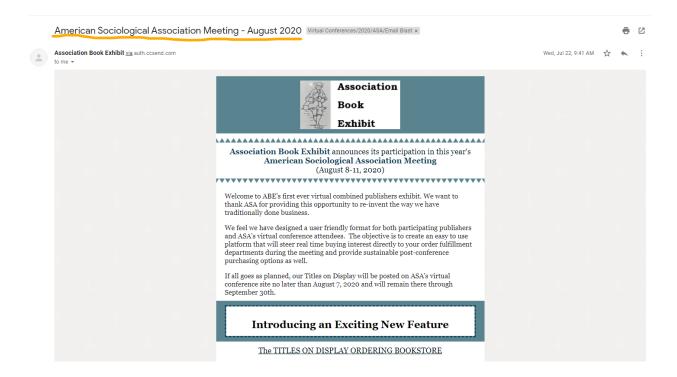
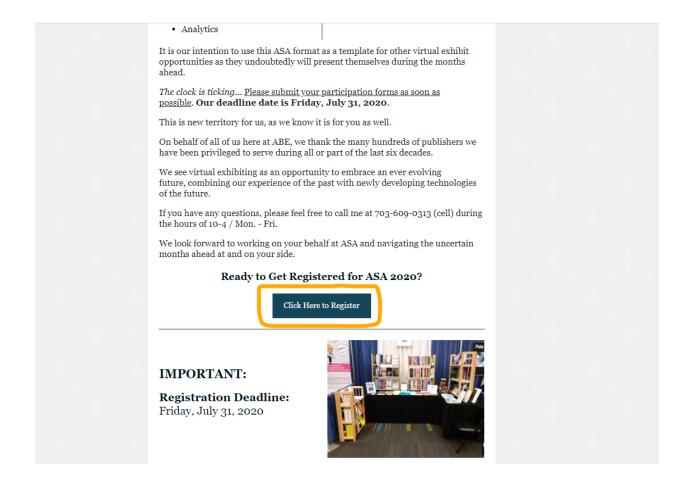


## Registration Submission Instructions:

When you receive our new "Announcement Email", subject line will provide the name of the conference ABE is participating in. Emails will come in from <a href="mailto:info@bookexhibit.com">info@bookexhibit.com</a>, so please ensure we are not blocked or sent to your spam inbox.



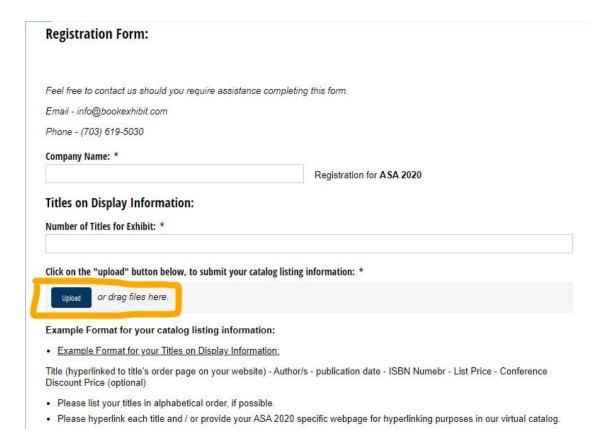
Then you will want to read through the announcement, scrolling down the email, when you reach the bottom of the email look out for the "Click Here to Register" button. You will want to click on this button (as seen below) to open our new registration form.



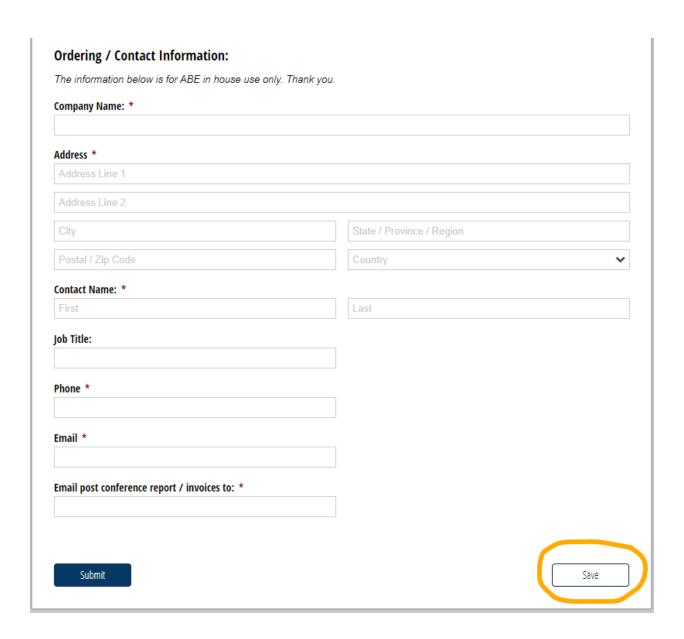
Once you click on the "Click Here to Register" button our new registration form will open. You may then begin to complete the form.

Please submit using our new "Registration Form" provided to you through our conference announcement email, the following information –

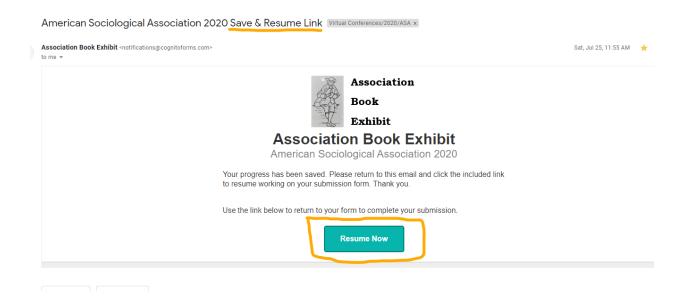
- Your Company Name
- The Total Number of Titles You are Sending Us for Display
- Attach Your "*Catalog Listing*" Document to the Form, by Clicking on the "*Upload*" Button as Shown Below.
  - Word and Excel documents are both accepted



- PLEASE INCLUDE on your "Catalog Listing" Document the Following Information:
  - o Book Title
    - Hyperlinked (Linked), so when virtual conference attendees click on your book title, it redirects them to your company website to look at, read more and purchase the book directly from you!
  - Author(s) and or Editor(s) Name(s)
  - Publication Date
  - o ISBN Number
  - List Price
  - Conference Discount Price, if being provided
    - <u>For virtual conferences</u> please also provide the discount percentage, if possible.
- When you have completed all required fields of the form, please click the "SAVE" button in the bottom right corner of the form.



• By clicking "SAVE" you will be enabled to return to your form at any time through the button (link) sent to your provided email.



**NOTE** – If you save the form, you MUST remember to return to the form and <u>click "SUBMIT"</u> by the <u>registration deadline</u>, if not, your form will be automatically submitted by 5pm on the registration deadline date.