



**BULLETIN # 09**  
Shipping Books  
Deadline – **April 18<sup>th</sup>**



LOS ANGELES, CA  
MAY 30 – JUNE 1

**Publisher:** \_\_\_\_\_  
**BEA Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Your Email Address:** \_\_\_\_\_

It is time to arrange your shipment of books to the Los Angeles Convention Center for Book Expo. NBN will arrange for your books to be shipped from the warehouse to Los Angeles, CA.

Please fax this form along with a list of books you want shipped to BEA **by April 18<sup>th</sup>**. As you know, it takes a significant amount of time for the warehouse to pick, pack, and label your shipments and get them to BEA in time for the show. Please consider the following when sending me your list of books to be shipped:

- Books going to BEA must be **received** in our warehouse **by May 02<sup>nd</sup>**. Books received **after** May 02<sup>nd</sup> will **not** be included. If a book is late and you miss the shipping deadline please make your own shipping arrangements to BEA. I suggest you ship them to your hotel and not to the convention center where you'll be charged drayage and where things can get lost.
- Don't over-ship on single titles! Ship approximately 5-25 copies of a few titles (a few is relative, depending on the size of your booth and the size of your backlist). After the show, all exhibitor books are donated to a local library. **NBN will not ship books back to the warehouse. No exceptions.**
- Please remember to ship enough books to accommodate "in-booth" author signings. Please indicate on your order, which books are for author signings.
- If you've made arrangements for a signing in the "Traditional Autographing Area" (not your booth) you're responsible for getting the books to signing area. **Remember to bring a luggage cart. Unfortunately, NBN does not have the manpower or equipment to help you.**

**Yes, please include the following books in the NBN shipment:**  
(Please **PRINT LEGIBLY**. Feel free to use a separate sheet or email directly to [jkennedy@nbnbooks.com](mailto:jkennedy@nbnbooks.com))

10-digit ISBN	Title	Qty

**FAX TO Jessica Kennedy at 717-794-3804**  
**By April 18<sup>th</sup>**