

2017

OK TEEN BOOK CON



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Welcome

Dear Vendor,

Thank you for being a part of the first Oklahoma Teen Book Con, <http://oktbc.oklibraries.org>. OKTBC is Saturday, October 28, 2017 and is hosted by the Temple of the Scottish Rite of Freemasonry in Guthrie, <http://www.guthriescottishrite.org/>, located at 900 E Oklahoma Ave, Guthrie, OK 73044. The OK Teen Book Con is a one day free Event celebrating teens and literature. The Event is targeted for those 12-18 years of age. Presenters consist of authors, artists, publishers, and other literary adjacent entities. Our expectation of attendance is 250 students and 250 adults for an estimate of 500 attendees. We have advertised to Oklahoma schools, public libraries, statewide conferences using print and online promotion. We hope this first Event is a success and we couldn't do it without you.

This guide contains everything you need to know about exhibiting at the Oklahoma Teen Book Con. Refer to the guide for information about exhibit space guidelines, marketing opportunities and more.

If you have any questions feel free to contact us at 405.522.3323 or okteenbookcon@gmail.com.

Terms and Definitions

Oklahoma Teen Book Con Committee (OKTBCC) refers to a group of librarians, listed at the end of this document, who wish to celebrate teens and literature. "Event" refers to the OK Teen Book Con. "Event Site" refers to the Scottish Rite of Freemasonry. "Vendors" are professionals who are in good standing with OKTBCC. "Volunteers" are Oklahoma public librarians and students given assigned duties in the assistance of providing a welcoming Event for all.

Beds & Breakfasts, Hotels and Dining

You will find information for Guthrie hotel and dining on the City of Guthrie's website, <http://www.cityofguthrie.com> Guthrie was the first capital of Oklahoma Territory. It is host to the Oklahoma International Bluegrass Festival and the Scottish Rite of Freemasonry is the largest in the nation.

Scottish Rite of Freemasonry

The Event Site is a historical museum which has many beautiful rooms which hold some of the most extraordinary objects including paintings and hand sewn rugs. Many of these rooms will be closed during the Event to protect the delicacy of the items. The Vendor tables are located in the Atrium located in the main corridor on the first floor. The Event Site is one city block in size.

Getting Here

Temple of the Scottish Rite of Freemasonry in Guthrie, 900 E Oklahoma Ave, Guthrie, OK 73044.

From the OKC: follow I-35 N; exit 157 for OK-33 toward Guthrie/Perkins/Cushing; turn left onto OK-33 W; turn left onto N Capitol St; turn left; destination will be on your left.

From the North: follow I-35 S; exit 157 for OK-33 toward Guthrie/Perkins/Cushing; turn left onto OK-33 W; turn left onto N Capitol St; turn left; destination will be on your left.

Airport: Will Rogers World Airport: 43 miles; 44 minutes I-44 E to I-35 N route.

Google directions, <https://goo.gl/maps/gdRGDCRt9bU2>

Parking

Parking encircles the Masonic Temple. There is no Vendor parking passes required.

Move-in day Vendors should park close to the northwest steps. There is a sidewalk and door available. Moving equipment is allowed and must have rubber wheels and soft padding on the nosetruck so as to not scratch the marble floors. Rubber wheeled carts are allowed. Please observe Event day parking by using the Map, page 10. Vendors vehicles may be towed if parked outside of established parking areas. Neither OKTBCC nor Event Site Staff is responsible if Vendor vehicle is towed.

Amenities

There is plenty of parking around the Event Site. Please park in designated areas only. Vehicles may be towed by Guthrie Police if they are not. Bathrooms are located on both ends at the Basement Level and on the Main level outside of the Ballroom. There are stairs at both the north and south end of the Atrium and one elevator on the north end. Vendors are allowed lunch in the Atrium. Lunch pre-orders can be made at the Vendor Information Center by 10:00 a.m. Only water in containers with lids can be outside of the designated food area. A Wi-Fi hotspot will be available for vendors. You can take an online tour of the Event Site here, <https://www.newspin.com/tour/?site=25>.

Vendor Information Center

The Vendor Information Center is located at the south end of the Atrium to the right of the staircase. All Vendor information will be available here including meal pre-order, badge pick-up, lost & found, package assistance, etc.

Vendor Information Center

- Badge pickup
- Package delivery questions
- Lost-and-found
- Meal pre-order

Order Booth Extras

- Electricity (limited, first come, first serve)

Things to Consider

- Be more visible to attendees! Contact OKTBCC Publicity Representative: Leah Weyand <http://okteenbookcon.oklibraries.org>
- Shipping to and from Masonic Temple (page, 8)
- Advertising deadlines are September 22, 2017.
- Download free promotional materials

Vender Advertising Opportunity

Raise your profile with a sponsorship or marketing opportunity at OK Teen Book Con! We know your resources are valuable, so we make sure that our sponsorship packages are designed to earn you the best return on your investment.

We offer seven levels of sponsorship or marketing packages.

ASSOCIATE	LEADING	PARTNER	FEATURED
\$250	\$500	\$1,000	\$2,500
1/4 Page Website Logo Electronic Promotion	1/4 Page Website Logo Electronic Promotion Grab Bag Promotion	1/2 Page Website Logo Electronic Promotion Grab Bag Promotion Panel Session Sponsor	1/2 Page Website Logo Electronic Promotion Grab Bag Promotion Panel Session Sponsor Opening/Closing Announcement Complimentary Exhibitor Booth
DISTINGUISHED	PREMIER	PRESENTING	
\$5,000	\$7,500	\$10,000	
Full Page Website Logo Electronic Promotion Grab Bag Promotion Panel Session Sponsor Opening/Closing Announcement Complimentary Exhibitor Booth Print Promotion	Full Page Website Logo Electronic Promotion Grab Bag Promotion Panel Session Sponsor Opening/Closing Announcement Complimentary Exhibitor Booth Print Promotion Step & Repeat Promotion	Full Page Website Logo Electronic Promotion Grab Bag Promotion Panel Session Sponsor Opening/Closing Announcement Complimentary Exhibitor Booth Print Promotion Step & Repeat Promotion Co-Branding in All Media	

Vendor Information Center

The Center is located on the first floor south of the Atrium to the right of the stairs. Lunch pre-order is due by 10:00 a.m. Lost & found and Vendor Wi-Fi hotspot information is here.

Vendor Badges

Badge can be picked up on Move-in day, Friday, October 27, 1:00-5:00 p.m. and on the Event day 7:00-8:30 a.m. All Vendors must wear a badge during the Event until thirty minutes after the final panel sessions. Please turn in your badge to an OKTBCC Representative or leave on your table.

Move-in Procedures

Vendors may begin moving into their space on Friday, October 27 at 1:00 p.m. Failure to completely setup by 9:30 a.m. Saturday, October 28 may result in forfeiture of right to participate. Vacant spaces will be filled by wait-listed vendors. Badges are required. Vendor badges may be obtained from Vendor Information Center.

Vendor Tables

Vendor tables cannot be rearranged, moved, or adjusted without approval from an OKTBCC Representative. Each table, 6x6, and two (2) chairs. Vendors will have a table tent/tag to be displayed at their Vendor Table. The table tent/tag includes Vendor name. Table tent/tag must be displayed in plain sight for attendees. Electricity is limited and first-come-first-serve basis.

The aisles, passageways and overhead spaces remain strictly under control of the Masonic Temple and no signs, decorations, banners, merchandise material or special exhibits will be permitted in any of these spaces except by approval from a OKTBCC Representative and Event Site Staff. Any and all merchandise must be made from the Vendor only from within his or her table. Vendors can bring table coverings as long as they do not impede aisles and passageways or cause a tripping hazard. Neither the Masonic Temple nor OKTBCC is responsible for loss or damage of Vendor merchandise. The Event Site Staff is the final decision on any changes or adjustments during the Event day that go beyond the scope of the OKTBCC Representatives.

Move-out Procedures

Vendors may not dismantle their displays until thirty (30) minutes after the last program sessions without prior approval from a Showcase Committee Representative. All Vendor items must be removed by 5:00 p.m. on Saturday, October 28, 2017. Any items remaining after the move-out time will become property of the Event Site.

Mailed Packages

The Vendor Information Center will have information on the location of mailed packages. The Center will not have forms for mailing items from the Event Site. Vendors are responsible for forms and postal pickup of any and all items to be mailed from the Event Site. The Event Site's responsibility is limited to having packages available for pickup. All packages must be shipped from the Event Site by Wednesday, November 1, 2017. Remaining packages become the property of the Event Site.

Cancellation by Exhibitor

Cancellation: Generally partial cancellation of booth space is not permitted; any partial cancellation must have the prior written consent of OKTBCC, which consent shall be in OKTBCC's absolute discretion. Exhibitors who cancel exhibit space more than 90 days prior to the Event date will be refunded total due, less \$50.00. Exhibitors who cancel exhibit spaces less than 90 days prior to the opening day of the Event, but more than 60 days prior to the Event date will pay a cancellation fee of 50% total due. There will be no refunds for cancellations made less than 60 days prior to the Event date. Exhibitor payment will be required.

Cancellation by OKTBCC

If Exhibitor fails to make a payment required by this contract in a timely manner, OKTBCC may terminate this contract immediately (and Exhibitor's participation in the Event) without further notice and without obligation to refund monies previously paid. OKTBCC reserves the right at its discretion to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to OKTBCC. OKTBCC is expressly authorized (but has no obligation, expressed or implied) to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing Exhibitor from any liability hereunder. OKTBCC may also terminate this contract effective upon written notice of termination if Exhibitor breaches any of its obligations under the contract without any obligations, express or implied, on OKTCC's part to refund any payments previously made and without releasing Exhibitor from any liability arising as a result of or in connection with such breach. If OKTCC removes or restricts an exhibit which OKTBCC considers to be objectionable or inappropriate, no refund will be due Exhibitor.

Cancellation of the Event

If OKTBCC cancels the Event due to circumstances beyond the reasonable control of OKTBCC (such as acts of God, acts of war, governmental emergency, labor strike or unavailability of the Event facility) OKTBCC shall refund to each Exhibitor its exhibit space rental payment previously paid, minus 25%. OKTBCC reserves the right to cancel, re-name or re-locate the Event or change the dates on which it is held. If OKTBCC changes the name of the Event, relocates the Event to another event facility within the same city or changes the dates for the Event to dates that are not more than thirty (30) days earlier or thirty (30) days later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor; provided however, OKTBCC shall assign use of such space to Exhibitor pursuant to the terms of this contract. If OKTBCC elects to cancel the Event other than for reasons previously described in this paragraph, OKTCC shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction to any and all liabilities on the part of the Organizer to Exhibitor.

Shipping Freight

Delivery and Shipping Address

Temple of the Scottish Rite of Freemasonry
c/o OK Teen Book Con
900 E Oklahoma Ave
Guthrie, OK 73044

- Mailed packages will be stored at Event Site and made available to Vendors on Move-in days.

Shipping to Event Site

All shipments should begin arriving to the Event grounds starting Tuesday, October 24, 2017. Be sure packages are properly labeled and identifiable.

Pick Up of Shipped Items

All shipped items will be available on Move-in day, Friday, November 27 at 1:00 p.m. Contact the Vendor Information Center for the location. Failure to completely setup by 9:30 a.m. Saturday, November 28 may result in forfeiture of right to participate. Vendors may pick up their badges at this time.

Shipping From Event Site

All items to be shipped from the Event Site must be with a postal service by the Vendor. The Vendor is responsible for any and all forms required for mailing packages. The Event Site Staff responsibility is limited to having packages ready for pickup only. All packages must be shipped from the Event Site by Wednesday, November 1, 2017. Any packages remaining after the Move-out time will become property of Event Site.

Responsibility of Charges

Neither OKTBCC nor Event Site Staff is responsible for any shipping charges to or from the Event site. You may incur additional fees if either OKTBCC or Event Site is billed.

Event Day

Panel sessions and other presentations and book signing placement are pre-determined by OKTBCC and rooms at the Masonic Temple have been selected. The Event is targeted to teens 12-18. Refer to page 11 for room locations.

Draft Agenda

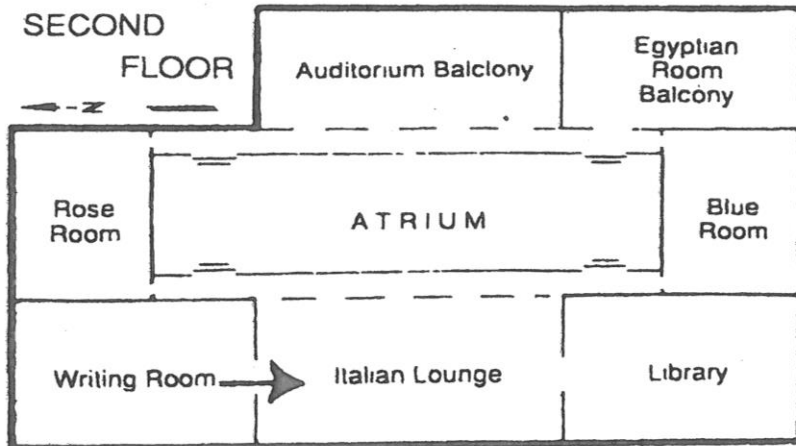
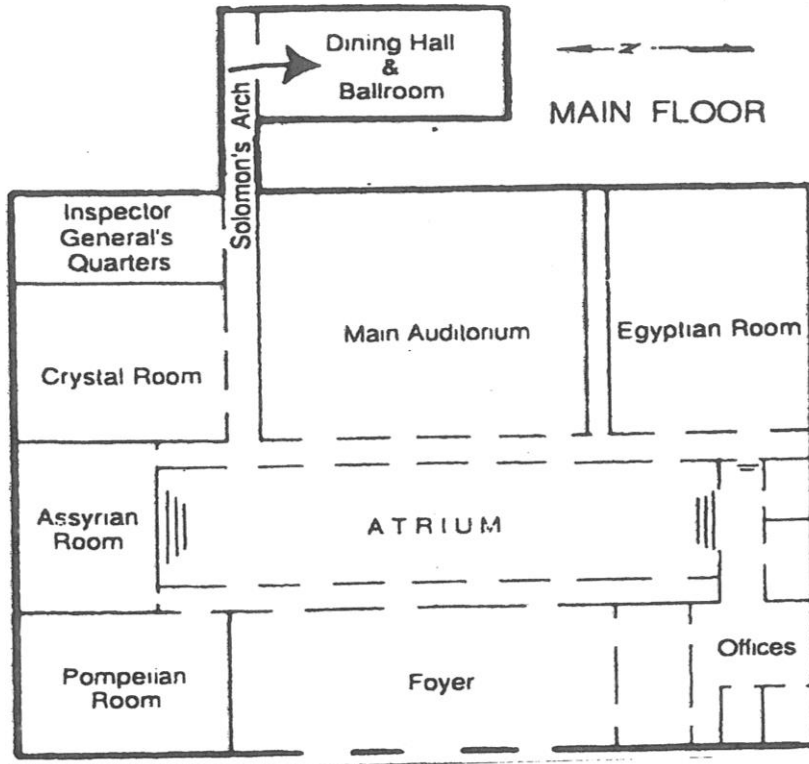
7:00–8:30	Event Site Staff, OKTBCC Representatives, Volunteers arrive
7:00-8:30	Vendors – badge pickup, table set up
9:30-10:00	Doors open, Attendees Arrive
10:00–10:30	Opening session; Picture taking (2 nd fl), Crafts (Basement)
10:30-10:40	Break, Vendors
10:40-11:30	Panel sessions; Picture taking (2 nd fl), Crafts (Basement), Coffee Clache (2 nd fl)
11:30-11:40	Break, Vendors
11:40-12:30	Panel sessions; Picture taking (2 nd fl), Crafts (Basement), Coffee Clache (2 nd fl)
12:30-1:20	Panel sessions; Picture taking (2 nd fl), Crafts (Basement), Coffee Clache (2 nd fl); Writing Workshop
1:20-1:30	Break, Vendors
1:30-2:20	Panel sessions; Picture taking (2 nd fl), Crafts (Basement), Coffee Clache (2 nd fl); Writing Workshop
2:20-2:30	Break, Vendors
2:30-3:00	Panel sessions; Picture taking (2 nd fl), Crafts (Basement), Coffee Clache (2 nd fl); Writing Workshop
3:00-4:00	Book Signings
3:30	Vendor Breakdown

Pictures and Video

OKTBCC Representative or Designate will be taking photographs and/or video of the Event over the course of the day. The photographs and/or videotape are for the purpose of promoting the Event. No compensation of any kind will be paid to Vendors at this time or in the future for the use of Vendor's likeness.

Aerial Map





Frequently Asked Questions

How can I increase my company's exposure?

On-site and pre-Event marketing opportunities are available through OKTBCC Publicity Representative. Contact Leah Weyand at okteenbookcon@gmail.com

How much is it to attend?

There is no cost to attend the Event.

Will there lunch be available?

Lunch is available for purchase. Meal pre-order is due by 10:00 to Vendor Information Center. All food, and drink items with lids, must be kept in Atrium or Ballroom. Please dispose all trash in available waste baskets.

Can I pre-order food?

Vendors may pre-order food. A pre-order menu will be available at the Vendor Information Center. See page 5 for more information.

How many badges am I allowed?

Vendors are allowed two (2) badges.

How many chairs am I allowed?

Vendors are allowed two (2) chairs.

When can I begin mailing packages to Event Site?

Packages will be accepted beginning Tuesday, October 31, 2017. See page 6 for more information.

Who is responsible for the setup and teardown of my vendor table?

Vendors are responsible for setting up and tearing down their own exhibit spaces. Refer to page 6 for more information.

Who is responsible for the setup and teardown of my exhibit space?

Exhibitors are responsible for setting up and tearing down their own exhibit spaces. Refer to page 6 for more information.

Is there security prior and during the Event?

The Masonic Temple provides onsite 24 security. For more information contact: Tim Heaton, (405) 282-1281.

What do I need for my exhibit space?

You will find assistance at the Vendor Information Center. The Center will have badges, lunch pre-order forms, mailed package assistance and other help. Refer to pages 6 and 7.

Can I sponsor a session at OK Teen Book Con?

Yes! OKTBCC offers several levels of sponsorship giving you many marketing and promotion avenues. Refer to page 5 for more information.

Cancellation Policy

The cancellation policy is strictly enforced. Refer to page 7 and Oklahoma Teen Book Con Vendor Agreement Contract.

Do I get table & chairs with my Vendor space?

Yes, all Vendors will get one (1) 6 x 6 table and two (2) chairs. Refer to page 6.

Is electricity available at my Vendor table?

Not all Vendor tables will have access to electricity. If you need electricity please contact OKTBCC Vendor Chair, okteenbookcon@gmail.com for access. Vendor tables with access to electricity are first-come-first-serve.



Contact Information

Candy Ford & Samantha Stewart
Site and Vendor Co-Chair
okteenbookcon@gmail.com

Tim Heaton
Temple of the Scottish Rite of Freemasonry
gssrite@guthriescottishrite.org

Leah Weyand
Publicity Chair
okteenbookcon@gmail.com

Adrienne Butler
Executive Chair
okteenbookcon@gmail.com



Thank You

Your participation in the first Oklahoma Teen Book Con will be one for the books. On behalf of the OKTBCC Representatives, we look forward to meeting and visiting with all of you.

The Oklahoma Teen Book Con Representatives

Molly Dettman | Almond Eastland | Candy Ford | Sara Harjo | Rebecca Spence | Samantha Stewart | Paula Walker | Leah Weyand | Adrienne Butler

