

## PROCEDURE TO RESEERVE SPACE UNDER THE IWPA TENT AT THE 2007 PRINTERS ROW BOOK FAIR

To All IWPA Members:

I received confirmation from the Chicago Tribune on Friday -- our request for a full tent at this year's Printers Row Book Fair is in the queue well ahead of their 4/1/07 deadline. Altho the Trib will not act on our request until in mid-April, I think it is very likely our request for a full tent will be honored for two reasons: we have been reliable participants of the annual PRBF for many, many years; & we represent local authors.

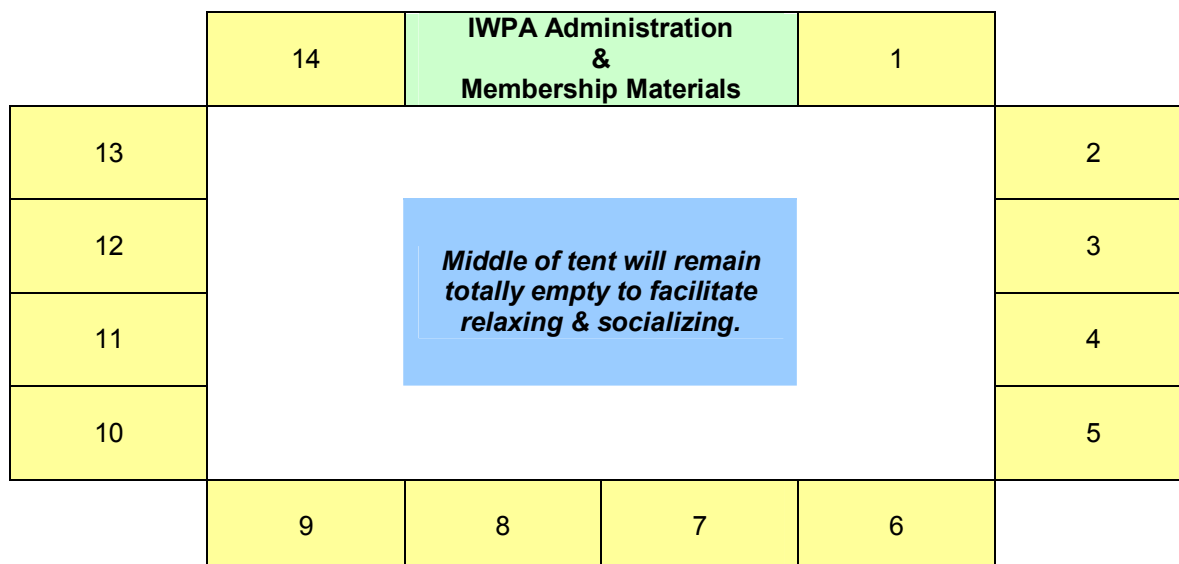
Based on the results of the PRBF survey sent out at the beginning of this program year, the Board has determined that all members can reserve 1/2 table under the IWPA tent for one full day for \$50. If space is available, then you may also be able to reserve 1/2 table under the IWPA tent for both days for \$50 per day. Therefore, I invite you all to begin sending your checks to me ASAP:

**Jan Lisa Huttner**  
**47 West Polk Street # 100-265**  
**Chicago, IL 60605**

### PROCEDURE

- Members wishing to request one of 28 available slots for either Saturday 6/9 or Sunday 6/10 should send Jan a check ASAP, completed as follows:
  - Date on check: **4/1/07**
  - Amount on check: **\$50**
  - In "Pay to" line: **IWPA**
  - In "Memo" line: **PRBF + Preferred Date** (i.e., PRBF 6/9 or PRBF 6/10)
- Members wishing to request a second day should send a second \$50 check **dated 5/1/07** (all other details to remain the same as above).
- You must be a paid member in good standing to reserve space at the \$50 rate. All members will be accommodated before requests from non-members will be considered.

I will keep a log of requests received. As always, slots will be assigned on a first come/first served basis. All 4/1/07 checks will be honored before any 5/1/07 checks are processed. In the unlikely event that the Trib does NOT give us a whole tent, we will notify you immediately.



# **PRBF FAQ's**

## **Question #1: What is the total number of slots available?**

Answer #1: There are 28 slots available (14 on Saturday 6/9 & 14 on Sunday 6/10). Each slot consists of ½ table under the IWPA tent for one full day (10 AM to 6 PM).

## **Question #2: Can members request partial days?**

Answer #2: We discussed partial days at our board meeting, and we agreed that would be too complicated for us to track. But we will not restrict members who want to make their own arrangements. For example, if Member A pays for Saturday & Member B pays for Sunday, but then these two members decided that Member A will do both mornings & Member B will do both afternoons, that's totally up to them.

From the Board perspective, once a member has paid for her day, she can use her ½ table as she likes for that entire day -- within reason, of course. E.g., no nude wrestling demonstrations will be permitted under the IWPA tent ;-)

## **Question #3: What will happen if we do not get a full tent?**

Answer #3: In the unlikely event that the Chicago TRIBUNE does not approve our request for a full tent, we will return all checks & drop back to our previous method of assigning slots on a two-hour basis. We will call members in the order in which their checks were received to determine preferred time slots, and all two-hour slots will be assigned on a first come/first served basis. In no event will non-members be assigned slots until we have accommodated all members to the best of our ability. Members will not be charged for these two-hour time slots. These two-hour time slots will be free, as they have been in all prior years.

**Conclusion:** This is a huge change & a big risk for IWPA, but Board members are eager to improve services, therefore we will all keep our fingers crossed & make improvements next year based on whatever we learn this year. So please bear with us. If you would like to make suggestions, please contact me @ 312.663.5832 or Jan\_Huttner@msn.com

**Huge thanks to everyone who took the time to complete a PRBF surveys.  
The information you provided was essential to our planning effort!**



Photo shows IWPA participants  
at the 2006 PRBF.

In 2005 & 2006, we rented  
¼ tent = 2 tables.

We used the inner ends of each table for  
IWPA materials & we assigned two of our  
member-authors to each outer end.

All participants were scheduled  
for two hour time slots  
(10-12, 12-2, 2-4, & 4-6)