



## *The Girls Are Back in Town 2019*

### *Session Times & Registration*

- Session A: 10:00 a.m. – 1:00 p.m.

Session A will begin registration at 9:30 a.m.

- Session B: 2:00 p.m. – 5:00 p.m.

Session B will begin registration at 1:30 p.m.

- After Party: 7:30 p.m. – 11:00 p.m.

After Party will begin registration at 7:00 p.m.

### *Location of Signing Room & After Party*

The John Marshall Ballroom

101 North Fifth Street

Richmond, VA

Registration will take place in the lobby and the signing will be located in the Virginia Ballroom.

### *Author Wristband Distribution - Please read carefully*

The following authors will have ticketed lines:

Jennifer Armentrout

Chelle Bliss

K. Bromberg

Tarryn Fisher

Tracey Garvis-Graves

Colleen Hoover  
Michelle Leighton

We will allow the first 10 people in line once the signing doors open. From there, volunteers will begin providing attendees with a wristband that will have the authors name and a number on it. This will be your line placeholder. Once you get your wristband, you can visit other author(s) until your number is called. Once you have your wristband, please make sure you do not lose it; you don't have to be wearing it, but you do have to show it to the volunteer when you come back to the line.

Someone will be calling out the author's names and numbers over the speaker system. You should report to the line when you hear your number/author called; however, if you're in another author's line when your number is called, **STAY THERE!** You can proceed to your ticketed line once you're finished. There will be volunteers at the entrance of each ticketed author's line to help you with any questions. They'll have a clipboard and will let you know if your number was called if you're unsure.

Everyone who has a wristband will be guaranteed to see that author.

**People with tickets to both sessions:** If you decide to come back in the afternoon to see the author instead of waiting for your number in the morning session, please see a volunteer in order to get a new wristband for the afternoon session before you leave the morning session. You will hold the first numbers called for that author for the afternoon session.

## *Entrance and Exit*

In order to keep the flow of traffic moving and not create congestion in the entrance area of the room, we ask that everyone use the entrances and exits as marked on the layout. We will have volunteers stationed at the doors to guide you to the exit. This will help traffic move in one direction through the room.

## *Volunteers*

Volunteers will be floating all around the event in pink shirts with The Girls Are Back in Town logo on it. You can ask any one of them for anything you need during the event. If they cannot answer they will contact Serena, Christine, or Jennifer.

## *Book Limits*

Our authors do not impose signing limits on items to be signed. We only ask that you be considerate of others in line who also have items to be signed, especially if you are holding tickets to both sessions. We want everyone to be able to meet our authors and get their items

signed. You may always get back in line or wait till their line dies down. Carts, bags, suitcases to hold books are permitted. (Should not be larger than a small carry-on suitcase)

\*Please note: We ask that if you have more than 10 books to sign to please coordinate with the author and/or their assistant to help to minimize wait line for others. Thank you!

**WE WILL PUT A DIAGRAM OF THE ROOM HERE WITH AUTHOR TABLES CLOSER TO THE DATE!**