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## **Fees for Consignment Books & Events** **(Self-Published & Small Press)**

**A REVIEW COPY OF ANY CONSIGNMENT BOOK IS REQUIRED BEFORE ACCEPTING IT FOR OUR PROGRAMS.**

### **PACKAGE 1 Shelf Space Only (upon review): \$30. (4 months)**

- Placement of up to 5 copies spine out of one title on our Local Author display
- Name listed on the Local Authors page of our website
- Consignment retail sales split: 70% to author/30% to bookstore
- Mailing of consignment checks approximately every four months
- Email reminder from the store when 4 month package expires and it is time to pick up books or renew. **Renewal rate is \$20.** If the author fails to respond within two weeks, books are removed from

the shelves and held for a reasonable period, after which time the store reserves the right to donate them to a suitable charity.

We suggest that authors contact the store after 6 weeks for an inventory update.

### **PACKAGE 2 Shelf Space with Publicity (upon review): \$70. (4 months)**

#### **Includes provisions in Package 1, plus:**

- Book displayed face out
- Book displayed with shelf talker
- Author' & book information posted on Local Authors page of our website
- Book information posted 1x on facebook
- Book information included 1x in email blast (approximately 2500 recipients)
- Store design of 8 ½" x 11" flier. Author to supply ~ 50-word description/review of book, short bio, bookcover, and author image.
- **Renewal rate is \$50.**

### **PACKAGE 3 Individual Author Appearance (upon review): \$150.**

#### **Includes provisions in Package 2, plus:**

- Individual Author Event scheduled Thursdays at 7 PM or Sundays at 4 PM
- Creation of facebook event page, bookstore website Event page, event post on Instagram. Event information is also sent to other relevant groups/press and on line media.
- Event flyer shared in store email newsletter
- Inclusion of event in local print advertisement
- Event set up & break down

Consignment checks for event sales are mailed within a month after the event.

### **PACKAGE 4 Sales through Flintridge Bookstore website (upon review): \$25. set up fee (4 month)**

- Placement of book cover & brief description on bookstore website shop page for 4 months (there is a prominent link on our home page to our website shop page)
- Services include handling and shipping or store pick-up for customers
- **Renewal rate is \$15.**

**PACKAGE 5 Group Author Event (upon review): (starting at) \$50. per author**

- Package 3 provisions, **excluding Package 2**, with all authors included together in promotional materials  
For this package, the bookstore waits until at least three authors have signed up, after which time a mutually convenient event date is confirmed.

**CONSIGNMENT CHECKS ARE ISSUED 3x ANNUALLY. ALL SALES ARE PAYABLE UPON COMPLETION OF CONSIGNMENT TERM OR EVENT** (checks are sent via USPS and are usually received 3-4 weeks after event or consignment term ends).

- Flintridge Bookstore agrees to stock and sell consignment books for a term of 4 months at which time the sales agreement will be extended or closed, based on sales reports.
- Sales are reviewed quarterly and payments are mailed via USPS. It is the responsibility of the Consignor to notify the bookstore of a change of address.
- **Uncashed consignment checks are voided by the bank 3 months after the date of issue. For uncashed checks \$10 or under, the bookstore will not attempt to contact Consignor. For uncashed checks \$10-\$20, the bookstore makes one contact attempt. For uncashed checks over \$20, the bookstore makes three contact attempts. If the Consignor wants a check re-issued, there will be a \$10. charge.**
- When the sales agreement is discontinued or closed, consignment items are held for a reasonable length of time after the Consignor is notified. If the Consignor fails to respond, items are donated to a charity chosen by the bookstore.
- Books or products remain the property of the Consignor until sold. Flintridge Bookstore is not responsible for lost or stolen merchandise.

**CONTACT: Gail Mishkin, Event Manager, Flintridge Bookstore – (818) 790-0717**  
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