

BOOK CONSIGNMENT GUIDELINES

- Prior to the conference, complete a Book Consignment Form (writers.mounthermon.org/resources/letters-forms-guidelines) (an Excel form) for business office and inventory purposes.
- E-mail the completed Book Consignment Form to Joy Harrison (joy2@q.com) or bring it with you to the conference.
- Book Pricing: Please price each book on the back cover near the ISBN bar code. If your books are not already priced, we have stickers. If you are changing the price, place the new price sticker on top of the existing one.
- Newly Released Books: If your book has been released since the last writers conference (March 2016), mark NEW in the margin of the consignment form. Make sure to get a sticker for your nametag.
- Where do I place my books? Place your books on the consignment check-in table in the bookstore (inside the door to the left) with your completed consignment form on top of your stack or box of books. We will confirm your count, initial your form, and display your books on tables.
- Keep one book for classroom use and autograph party.
- Keeping Track of Books: Once your books are consigned, please let us know if you take a book so we can note this on your Book Consignment Form.
- Checking out your books: When you sign your consignment form at the beginning of the conference, make appointment for book pick-up at end of the conference.
- End of Conference Book Pick-Up: The writers conference bookstore will SHUT DOWN Tuesday morning and we will need your help to expedite the process. Please pick up your remaining books at the time you asked for when dropping off your books; sign your consignment form. Checks will be issued based on your signed consignment forms and should reach you in a couple of weeks.
- Shipping Books Home: The bookstore staff will not be able to ship your books, but the Mount Hermon Post Office (across the street) will be pleased to assist you.

Thank you for making your books available to those attending the conference. If you have suggestions or ideas that can improve the bookstore next year, please turn in your written comments to the writers conference Hospitality Desk.