

## Mount Hermon Christian Writers Bookstore Consignment Information

1. **Consignment Form (website under “forms”; Excel form for this purpose:** Please complete the consignment form for business office and inventory purposes. E-mail completed form to Joy Harrison ([Joy2@gmail.com](mailto:Joy2@gmail.com)).
2. **Make appointment for book pick-up at end of the conference** when you sign your consignment form at the beginning of the conference.
3. **Keep one book** for classroom use and autograph party.
4. **Newly Released Books:** If your book has been released since the last writers conference, mark NEW in the margin of the consignment form. Make sure to get a sticker for your nametag.
5. **Book Pricing:** Please price each book on the back near the ISBN bar code. If your books are not already priced we have stickers. If changing price, place new price sticker on top of existing one.
6. **Where do I place my books:** Place your books on the consignment check-in table in the bookstore 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.
7. **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 consignment form.
8. **End of Conference Pick-Up:** The bookstore will END 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.
9. **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 Hospitality Desk.