

**Contract between _____, author/registrant and Second Chapter
Books for sales at the Pennwriters Conference / Lancaster**

Second Chapter Books (SCB) has been asked to be the bookseller at the conference. We contract individually with each registrant. There are two ways that SCB acquires the books for the sale.

1. SCB orders directly from the publisher and provides the books. Authors choosing this option will not receive payment from SCB, but through their publisher.
2. Authors will supply the books at the conference and will receive 75% of sale price from SCB, by check, at the end of Conference.

All authors will notify Second Chapter Books **three weeks** prior to the event whether SCB is expected to supply the books or if the books will be author supplied. In addition, all authors will provide title, ISBN, selling price and other pertinent info on the book(s) to SCB **two weeks** before the event. If SCB does not have this information or arrangements with the author within this time frame, we will be unable to put your books on the table, in a timely way

For the % that SCB gets, we will:

- **Prior to the event:** Update our Point of Sale (POS) system and iPad with the book information; have the Ipad or a substitute means-of-sale present at the event; and create all the sale bookmarks so the customers know the cost of the book including the sales tax.
- **At the event:** Provide a till for cash sales and a credit card payment system; pay all credit card processing fees and sales tax. Provide transportation to event for our staff and product.
- **Immediately following the event for which the author has supplied books:** Issue a check for the percentage of the sales due the author (based on sales completed at the conference) and return any unsold books to the author

After the event SCB will:

- o Provide receipts to customers upon request.
- o Pay shipping to return excess books to publishers, should it be necessary.
- o Be responsible for salary of additional staff person at either the event, in store or for the preparation for the sale.
- o **In the event there are not enough books:** Ask the customer to pre-order and prepay for orders, notify author that we have books to be signed, and deliver or mail the books. Or in the case of author supplied books, we will pay the author their percentage on the books and have the signed books sent to us for distribution.

_____ Date: _____
Kathy jo Shea and/or Jilann Brunett

_____ Author Date: _____

Author mailing address _____
Email or Phone _____