**THE CAROLINA CRISTIAN WRITERS BOOKSTORE INFORMATION**

Following are the instructions on how to prepare your books for the CCWC Bookstore. CCWC will deduct a 10% service fee from all sales.

1. Print and fill out the Bookstore Inventory Form and bring with you to the conference. Be sure to include your name, address, and cell phone number.
2. All books/CD’s should be priced with removable price stickers.
	1. Round price to nearest dollar
	2. If you plan to have extra books in a box under the table, be sure to have all books priced with removable price stickers (these must be included in the total inventory)
	3. Conferees will be able to use credit/debit cards when purchasing books.
	4. Display space is limited. Bookstore personnel will be glad to rotate stock from beneath the table for you.
3. Please check your books in at the bookstore when you arrive at the conference. Bookstore personnel will confirm the quantity of books with you and keep the inventory form.
4. Only bookstore personnel will be allowed in the area behind the tables.
5. At the end of the conference, you will need to confirm the book count with the bookstore personnel. The inventory sheet should be signed by both you and the bookstore personnel to confirm quantity sold. (We reserve the right to withhold payment if this step is not completed.)

Within two weeks after the conference, you will receive a check for the total amount sold less 10%.

Please don’t “borrow” any of you books once they are checked in. If you want to have copies of your books in your class when you are teaching, please keep them with you from the beginning. This minimizes confusion and you don’t have to remember to bring the book/s back to the store. If for some reason you have to take something from the store, please make sure you remove it from your inventory sheet.

If you have any questions, please contact us.

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