



American Quilt Study Group

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Seminar 2017

Authors' Book Sale Guidelines

Radisson Hotel Manchester Manchester, New Hampshire

October 18-22, 2017

Thank you for your interest in participating in the Authors' Book Sale at Seminar 2017! It is always a very popular part of our program. **Please read the guidelines below, complete the agreement on the next page, and return one copy of the signed agreement to the AQSG office.** Questions? Please contact the AQSG office: (402) 477-1181; AQSG2@americanquiltstudygroup.org.

Guidelines: Book sale volunteers and AQSG staff, set up and staff the sale space, inventory the books at check-in and check-out, and cashier the sale. AQSG provides pre-printed sales sheets, pays the merchant fees for credit card sales, collects and files sales tax when due, and will mail to you a check for 80% of your gross sales with supporting paperwork by December 15, 2017.

- Participating authors are expected to register and be in attendance at Seminar. Authors do not stay in the book sale room during open hours.
- Please ship your books ahead of time so they can be checked in and the area set up before everyone arrives.
Send your books so that they **arrive** after September 17:

AQSG Book Sale
c/o Lynne Champion
8 Franklin Avenue
Wilmington MA 01887

Important: Please e-mail your tracking numbers to lynne@champear.net

- If you must bring your books with you to Seminar rather than ship them ahead, please note:
 - ✓ Books brought to Seminar must have been pre-listed by you on this form.
*This form is due in the AQSG office no later than **September 15, 2017**.
 - ✓ Books brought to Seminar must be checked in with the book sale staff no later than 10 a.m. on Friday.
- All books must be clearly marked with the selling price. The selling price on the book must match the selling price pre-listed on this form. Books not marked and books with a selling price different than the one pre-listed on this form will not be accepted at the Seminar book sale.
- We will be scheduling a special time on Saturday during which authors may sign their books for Seminar attendees. Please plan to participate in the authors' book signing.

While AQSG will do our best to ensure that thefts or losses do not occur, please keep track of how many books you ship and how many remain at the end of the sale. AQSG is not responsible for thefts or losses at Seminar or while books are in transit to or from Seminar.

Important: You must collect your unsold books at the close of the book sale once they have been counted and checked out. Neither AQSG staff nor the Book Sale volunteers can pack and ship unsold books.

AQSG is required to file 1099s for persons receiving checks of \$600 or more. You can deduct expenses against income shown on your tax return.

***The deadline for returning this completed agreement to the AQSG office is September 15, 2017.**

Thank you for your participation!

