

## Bookstore FAQ

Note: We must limit what promises to be a flood of Bookstore items to what we can manage given available staff and space. So, the FAQs have changed (from previous years) to protect the eminent.

- Who is eligible to sell books?
- How many items can I offer?
- How do I register to sell my items?
- What information should I provide?
- What is the process for drop-off/pickup of my items?
- Will my items be protected?
- What about taxes?
- What payment methods will be used in the Bookstore?
- When will I be paid?

### Who is eligible to sell books?

The Federation and State Societies may send their publications with a delegate (please pre-register). Individual NFSPS members and invited presenters attending the 2013 National Convention may sell their own books or CDs in the Bookstore. All authors' names will be checked against the list of registrants.

### How many items can I offer?

Members may offer up to five titles, and up to 10 copies of each title. (You may replenish Bookstore stocks if they sell out.) The Federation can submit all the titles it wishes. Societies, like individuals, may submit up to five titles with 10 copies per item.

### How do I register to sell my items?

You can register your titles online; email the info to the Registrar directly at [Bookstore@nmpoetry.com](mailto:Bookstore@nmpoetry.com); or send by US Postal Service. **Registration must be completed by May 15th or items will not be accepted for sale in the Bookstore.** Only properly registered items will be included in the Bookstore print catalog or sold in the Bookstore. Display space is limited and will be allotted first-come, first-served.

### What information should I provide?

An online Bookstore registration form is available, or you can email the bulleted information below to [Bookstore@nmpoetry.com](mailto:Bookstore@nmpoetry.com) or mail it in hard copy to Convention Registrar - Bookstore, P.O. Box 2669, Los Lunas, NM 87031. All methods have a **May 15th deadline**.

- Author's full name, last name first
- Payee name for the check we send you for your total Bookstore sales
- Author's mailing address, email address, phone number
- For each book and/or CD (5 items maximum), list:
  1. Title as it shows on item
  2. Price (include any applicable taxes, then round to a whole-dollar amount)
  3. # of pages (of book) or "CD"
  4. Number of copies (10 maximum placed in the store)

Ex: "Almost There: poems, \$17, 150p, 10" or "Anywhere But Where I Am, \$12, CD, 8"

**What is the process for drop-off/pickup of my items?**

Deliver your books to any of the Bookstore Staff during 9A-12P or 3-6P Thursday through Saturday (or any other time the Bookstore is open), and they will explain procedures from there. When you deliver your items, please hand the Staff a self-addressed, stamped envelope (SASE) to ensure you receive your proceeds promptly. Books must be retrieved by 12:30P on Sunday. Do NOT pre-mail books unless you arrange to pick them up yourself. The Hotel Albuquerque will not accept delivery, nor will the Convention Registrar accept delivery. If you mail it to the Registrar or to the NMSPS address, you will incur a \$50 handling fee.

**Will my items be protected?**

The Bookstore will be locked when not staffed by at least two NMSPS members. One display copy of each book will be available to customers. Upon receiving payment, cashiers will give customers clean copies from supplies accessible only to the Staff. The NMSPS assumes no liability for missing or damaged items.

**What about taxes?**

Authors are responsible for any taxes imposed by the States in which they reside. Please figure in any such taxes and round your final price to a whole dollar amount. This will help avoid data entry errors.

**What payment methods will be used in the Bookstore?**

Cash, checks made out to New Mexico SPS, most credit cards, and Visa and Master Card debit cards will be accepted for Bookstore purchases.

**When will I be paid?**

As is traditional in the NFSPS, authors will receive checks for the full amount of their sales; they will be issued no later than June 30, 2013. Please indicate the payee name for the check if it is different from the author's pen name. Be sure you provide a clearly legible SASE.

Because customers may be using credit cards over a weekend, and because the Bookstore will be open to the public as well as conventioners, it may take a few days for everything to clear. Authors should not expect to take their checks home with them from the convention.