

2012 NMSPS State Convention Book Sales FAQ

Who is eligible to sell books?

Only NMSPS members (and workshop leaders) attending the 2012 State Convention may sell their own books, CDs, poetry note cards, etc. in the Bookstore. Sellers will be required to donate an hour of their time or find a substitute to keep the Bookstore staffed. (Workshop leaders are exempt from staffing duty.)

How many items can I offer?

Members may offer up to three titles, and up to 10 copies of each title. (You can keep extras in your car, if you think you may sell out.)

How do I submit my book list?

You can either register your titles online (www.nmpoetry.com/bookstore.shtml) or send the required information directly to the Bookstore Manager, Elizabeth Raby, by emailing Bookstore@nmpoetry.com. Registration must be completed by **April 20th** to acquire display space. Display space is limited and will be reserved for pre-registrants on a first-come, first-served basis.

What information do I need to submit?

An online registration form is available at www.nmpoetry.com/bookstore.shtml. Or you can email the following information to Bookstore@nmpoetry.com. Both methods have an **April 20th deadline**.

- Author's full name
- Author's contact information (mailing address, email address, phone number)
- Title of each book or CD, or description of product if not titled (maximum of 3)
- Price for each title/item
- Number of copies per title (maximum of 10)
- The best time(s) for you or your substitute to help out in the Bookstore (minimum of 1 hour)
(Workshop presenters will not be asked to serve in this capacity, and their books will be centrally displayed.)

When can I set up my books?

Authors may deliver and set up their displays throughout the day (10a.m. onward), but will be asked to retrieve all unsold items by 8:30 p.m. Be sure to bring anything you may need to display your item (e.g., tabletop book easels).

When is the Bookstore open?

The Bookstore will be open for set-up at 10:00 a.m. and for sales from 12:00 noon until 8:30 p.m. depending on staffing. Sellers will be required to donate an hour of their time or find a substitute to keep the Bookstore staffed.

Will the Bookstore be open at all times? Will my items be protected?

The Bookstore will be locked when not staffed by at least two NMSPS members. The NMSPS assumes no liability for missing or damaged items.

What about sales tax? Does the Society take a cut?

The price you set must include gross receipts tax or any other business costs for which you are responsible. The Society will not take a commission; this is a cooperative effort of fellow poets.

What payment methods are acceptable?

Only cash or personal checks made out to NMSPS will be accepted for Bookstore purchases.

How do I get paid?

After the sales are tallied, NMSPS will send authors a check for the full amount of their sales, to be issued no later than May 3, 2012. **When you bring your items to the Bookstore, please provide a self-addressed stamped envelope (SASE) in which to mail your check.**

For more information, consult the "convention" link at www.nmpoetry.com or email Bookstore@nmpoetry.com.