



7905 Big Bend Blvd.  
Webster Groves, MO 63119  
314.738.9384  
www.TheNovelNeighbor.com

## Application for Consignment

**\*\* No walk-in requests or phone calls please. \*\***

Author's Information (Please Print)		
Last Name	First Name	Middle Initial
Name of Company (if applicable)		
Street Address		
City	State	Zip Code
Phone	Email	
Title(s), Quantity and Suggested Retail Price		
<b>Terms and Conditions</b>		
<b>I. CONSIGNMENT OPTIONS</b>		
The Author must choose from one of the following three options. Please check the box next to the option the Author would like to choose.		
<input type="checkbox"/> <b>OPTION A: Book stocked and pre-scheduled, shared book-signing event</b>		
For a <b>\$25 stocking fee</b> , we will hold up to three copies of the book in our store (see sections II and III for full details on sales and stocking). Sales will be shared between the Author and the Novel Neighbor according to our		

payment policy (see Section IV). For no additional cost, we will hold a book signing on the last Saturday of the month at 3:00 PM, provided there is availability. These events may include multiple Authors (see Section VII).

**OPTION B: Custom book-signing/event**

For a **\$25 rental fee**, the Novel Neighbor will host an hour-long event at the time and date of the Author's choosing (see section VIII). The Author will provide copies of the book. Sales will be divided according to our consignment policy (see section IV).

**OPTION C: Book stocked with custom book-signing/event**

For a **\$45 fee**, the Novel Neighbor will hold up to three copies of one title in store (see sections II and III for full details on sales and stocking). The Novel Neighbor will host an hour-long event at the time and date of the Author's choosing (see section VIII). The Author will provide copies of the book. Sales from the shelved copies and all copies sold at the event will be divided according to our consignment policy (see section IV). Additional titles may also be held in stock for an additional fee (see section II).

**Option D: Private Room Rental**

For \$60, we will host an hour-long event at the time and date of the Author's choosing. All the proceeds from book sales will go to the Author.

- II. **STOCKING FEE (OPTIONS A & C ONLY):** The Novel Neighbor charges a one-time, non-refundable stocking fee of \$25.00 per title due at the beginning of the consignment period. Books must have an ISBN and a spine with the Author's name and book title. Up to three (3) copies per book will be considered for the initial consignment period.
- III. **DURATION (OPTIONS A & C ONLY):** Initial consignment period is for 90 days. After 90 days the Author and The Novel Neighbor may elect to extend the consignment contract for subsequent periods of 90 days. The Novel Neighbor will contact the Author at the end of the consignment period to pick up unsold books. These must be picked up within seven days or will be donated.
- IV. **PAYMENT (OPTIONS A, B & C ONLY):** For options A and B, the Author will receive 60% of the sale proceeds and The Novel Neighbor will receive 40% of the proceeds. Payment to the Author will be made by the twelfth of each month after the first complete month of consignment and by the fifth of each month thereafter, unless the total consignment payment is less than \$20.00, in which case the amount will rollover to the following month's payment.
- V. **PRICING (OPTIONS A, B & C ONLY):** Prices for consigned books will be determined by The Novel Neighbor based on the suggested retail price provided by the Author.
- VI. **MARKETING:** As part of this consignment agreement, the Author agrees to list the Novel Neighbor as a retail location on their promotional material. The Novel Neighbor *may* elect to share promotional social media provided by the Author and add their event to our website's event calendar (thenovelneighbor.com). The Novel Neighbor

*may elect to display in the store any written promotional material provided by the Author.*

- VII. **PRE-SCHEDULED BOOK SIGNINGS (OPTION A ONLY):** Signings are scheduled for the last Saturday of the month at 3:00 PM. These events may include multiple Authors. E-mail [hello@thenovelneighbor.com](mailto:hello@thenovelneighbor.com) to check availability.
- VIII. **CUSTOM AUTHOR EVENT (OPTIONS B, C & D ONLY):** Signings are scheduled at a time of the Author's choosing, provided that there is space available at the Novel Neighbor. E-mail [hello@thenovelneighbor.com](mailto:hello@thenovelneighbor.com) to check availability.
- IX. **DISCLOSURE:** The Novel Neighbor will do everything within its control to maintain the integrity of the books consigned and secure them during the consignment period. The Novel Neighbor is not responsible for theft, loss, or damage to books consigned.

I, the Author, hereby agree to the terms and conditions listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_