



828-586-9499

[more@citylightsnc.com](mailto:more@citylightsnc.com)

[www.citylightsnc.com](http://www.citylightsnc.com)

Monday-Saturday 9 a.m.- 9 p.m.,

Sunday 10 a.m.- 3 p.m.

## **Consignment Contract for Independently Published Authors**

We are thrilled to be working with you to schedule a talk and book signing at City Lights Bookstore. Here are some important guidelines and policies to consider as you plan your event:

Please direct all event planning and publicity questions to our events coordinator and publicist, Eon Alden at [eon@citylightsnc.com](mailto:eon@citylightsnc.com) or during his scheduled time at the store Wednesday through Sunday.

For any other questions please contact store owner, Chris Wilcox at [chris@citylightsnc.com](mailto:chris@citylightsnc.com) or during his scheduled time at the store Tuesday through Saturday.

**Option 1) Stock** Twenty-five dollar (\$25) consignment stocking fee. City Lights Bookstore will stock your book on our shelves offering a 60/40 split in sales. We will stock a maximum of five (5) copies. Your book will also be listed with IndieBound ([indiebound.org](http://indiebound.org)). Payment of the fee must be made on delivery. It is the responsibility of the author to check stock and collect payment for books sold. Twenty (\$20) dollars of the stocking fee can be waived/refunded once you have linked to Indiebound and/or City Lights Bookstore.

**Option 2) Stock and Event** Twenty-five dollar (\$25) stocking fee and Fifty dollar (\$50) event fee that must be paid upon delivery. City Lights Bookstore will stock your book and

host an event. The event includes a marketing package that will let our community and customer base know about your book. Twenty (\$20) dollars of the stocking fee can be waived/refunded once you have linked to Indiebound and/or City Lights Bookstore.

**Option 3) Stock and Catered Event** Twenty-five dollar (\$25) stocking fee and TBD (\$TBD) catered event fee. This option offers all the benefits of Option 2 but also includes catered food from City Lights Cafe. Twenty (\$20) dollars of the stocking fee can be waived/refunded once you have linked to Indiebound and/or City Lights Bookstore.

### **For Authors Choosing Options 2 or 3:**

The first step is to **determine and confirm the date of your event** and the number of books needed in collaboration with Eon.

After the date and time have been confirmed, you will need to deliver books to the store at least **two weeks prior** to the date of the event. Books should be **accompanied by a signed copy of this form and an invoice** that includes: contact name and information (including email of the author or authorized agent), title of the book, author's name, the ISBN number (if applicable), total number of books that are being dropped off or shipped to the store, and the retail price of the book.

We strongly suggest you talk to local media outlets; check with us for contact information, etc. It is also the author's responsibility to send the following **publicity materials** by email to Eon Alden at [eon@citylightsnc.com](mailto:eon@citylightsnc.com)

- One high resolution picture of the author.**
- Jpg of cover of the book.**
- Press release or descriptive paragraph of the book.**
- Short bio of the author.**

Materials should be received as soon as possible after the event has been confirmed and at least five weeks prior to the event date.

### **Next there are a few more things to consider (please fill out)**

- 1) How many people can you get to attend your event at our store?
  
- 2) Are you selling your books independently to our community or to family and friends?

3) Do you shop at City Lights Bookstore or any other independent bookstore?

4) What is your web address? \_\_\_\_\_

Book Title: \_\_\_\_\_

Publication mo./yr. \_\_\_\_\_

Number of copies received by City Lights \_\_\_\_\_ (5 maximum)

Retail Price (each copy): \_\_\_\_\_

Price to be paid by City Lights to author or agent for each copy sold: \_\_\_\_\_

Received from: (please specify if you are not the author)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

A signature indicates that the author or authorized agent has read and agrees to these guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Lights Representative

\_\_\_\_\_  
Date

**City Lights Bookstore; 3 East Jackson St.; Sylva, NC 28779**  
**828-586-9499 \* [more@citylightsnc.com](mailto:more@citylightsnc.com)**