



May 18, 2010

Dear Home Educator:

Thank you for your interest in participating in the Used Book/Material Sale at the 2010 NACHE Seminar, a highlight each year at the annual conference. It is scheduled for Saturday June 19<sup>th</sup> from 11:40 – 4 pm at the Church of the Resurrection. Drop off and pick up instructions are below.

## **Rules of Participation**

To participate in the Used Book Sale, you will need to agree to the following:

1. The Used Book/Material Sale is on a consignment basis. Each participant will receive 80% of the total sale and NACHE will receive 20%. For example, if we collect \$20 for your books/materials, you will receive \$16 and NACHE would keep \$4. We prefer cash sales, but checks (made out to NACHE) will be accepted for large purchases. We suggest you prepare an inventory of all materials you are selling. This inventory will help you keep track of what you have sold and make a final accounting easier for you.
2. Please use caution when selling an expensive item at this sale. In the past, some sales items have been misplaced or have "walked away" and mistakes happen. While every attempt will be made to provide a secure sale area for your used books/materials, NACHE is not responsible for any lost/stolen or damaged books/materials. In addition, we have no place to secure and store your items. You are responsible for claiming your items at the end of the sale, and any books left will be made available for free at the end of the conference.
3. All materials must be in good condition, with no missing pages, and suitable for use by another family. Workbooks should not be written in. We will not accept materials from controversial sources (e.g. Bob Jones) and we do not accept toys.
4. **YOU MUST LABEL EACH ITEM WITH A STICKY NOTE.** Write your last name, grade level of the item and the price. Stick the note to the **INSIDE COVER** of **EACH** item. You must use a sticky note, as these will be removed upon the sale of your item to keep a record of the sale (they will be returned to you). This is the only way to guarantee that you will get the money you are due. We encourage you to make all of your sticky notes one bold color to make it easier to sort them. Using return address labels on each of your notes is another way to easily identify them as yours.
5. Secure all multi-part products together and mark each item "1 of 2", etc..., with the price of the full package on each. We cannot be responsible for products being separated and sold separately.

6. Bring all items and a SELF-ADDRESSED, STAMPED ENVELOPE to the conference on **Saturday, June 19<sup>th</sup> before 10:30 am**. If you are selling a large amount of items bring two envelopes. Check at the Registration table and you will be directed to the Used Book Sale area. Give the volunteers there at the Used Book Sale area your self-addressed stamped envelopes and they will take care of organizing the books. The sale will run from 11:40 – 4:00 pm on Saturday.

7. We have no place to store and secure items after the sales event. You are responsible for claiming your unsold books at the end of the used book sale. Any materials left after 5:00 pm on Saturday the 19<sup>th</sup> will remain for sale on an honor code system. Materials not removed by Saturday night will be given away. We will mail your check within three weeks of the event using the self-addressed, stamped envelope you provide us.

8. We reserve the right to refuse any materials that are unusable or inappropriate in nature (e.g. coloring books, puzzles, etc.). Failure to mark all items as requested may result in being refused participation in the Used Book Sale.

9. Please complete and return the Agreement Form to NACHE at [info@catholicfamilyexpo.org](mailto:info@catholicfamilyexpo.org)

— AGREEMENT —

By signing this agreement, I certify that I have read all the Rules of Participation and I agree to be bound by the terms of and follow the directions of the Rules of Participation, accordingly. I understand that my failure to mark all items as requested may result in my being refused participation.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

\_\_\_\_\_

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