

CHAPTER SALES IN THE CNPS STORE

CNPS 2018 Conservation Conference
February 1-3, 2018, LAX Marriott, Los Angeles, CA
conference.cnps.org



Deadline for Inventory Forms: Dec. 15, 2017

OVERVIEW

The CNPS Conservation Conference is a great opportunity for chapters to increase sales and publicize merchandise to a targeted audience. Chapter items will be taken on consignment and sold by CNPS staff in the CNPS Store at the conference.

What Items Can Be Sold?

Chapters wanting to sell merchandise may provide 3 items on consignment to the state office. If your chapter would like to sell more than 3 items, send an e-mail to orders@cnps.org.

Merchandise sold at the store must be either chapter published books or chapter merchandise (t-shirts, stickers, tote bags, etc.). Please do not include any posters for sale. Chapters will be paid 90% of the retail price, with the remaining 10% covering credit card processing fees and staff time.

PROVIDING SALES ITEMS

Inventory Form

Chapters who would like items to be sold are required to submit an **Inventory Form** (on the following page) by **December 15, 2017**. The form must be filled out in detail with contact info, item quantities and descriptions, and retail prices.

Retail Prices

It would be best for attendees paying with cash if prices are set at whole dollar amounts after sales tax is added. (Sales tax rates are adjusted on the first day of the quarter, so we won't know Los Angeles' 1Q2018 rate until January 1.) Please note if the price cannot be so adjusted.

Drop-Off

Drop off items **Monday, January 29, between 2 pm – 8 pm**, or **Tuesday, January 30, between 7 am – 5 pm**, at the **conference registration desk**, on the ballroom level of the LAX Marriott.

NOTE: Merchandise must be checked in with Christopher prior to being sold in the store to ensure that all items are accurately accounted for. Include a copy of the Inventory Form with each box, and number the boxes (ex: Box 1 of 3, Box 2 of 3, etc.).

If other delivery methods are required, contact Christopher directly at orders@cnps.org.

Pick-Up

After the store has closed on the last day of the conference, staff will take a final inventory of all unsold merchandise. Unsold items may be picked up by a chapter representative after this inventory is complete on Saturday evening, February 3.

Items not picked up will be taken back to the state office and shipped back to the chapter, with the cost of shipping deducted from the reimbursement total.

INVENTORY FORM

Chapter merchandise to be sold at the CNPS 2018 Conservation Conference

Chapter:				
Contact Person	Name:		E-mail:	
	Phone:		Cell phone:	
Include no more than 3 items for sale. T-shirts (break out by style and size), hats, tote bags, books published by the chapter.				
Quantity	Item Description			Retail Price

Submit completed form to:
Christopher Brown
By e-mail: orders@cnps.org
By mail: 2707 K St, Ste 1, Sacramento, CA 95816

Due December 15, 2017