**FLORIDA CHRISTIAN WRITERS CONFERENCE BOOKSTORE**

The Florida Christian Writers Conference (FCWC) will be held at Lake Yale Conference Center, Leesburg, Florida, from Oct. 16 until Oct. 20, 2024.

Following are the instructions on how to prepare your books for the FCWC Bookstore. FCWC will deduct a 20% service fee from all sales.

1. Print and fill out the Bookstore Inventory Form and bring it with you to the conference. Be sure to include your name, address, phone number and e-mail address.
2. All products should be priced with removable price stickers.
	1. Place removable price sticker on the front cover, round price to nearest dollar.
	2. Display space is limited. Bookstore personnel will be glad to rotate stock from beneath the table for you.
	3. If you plan to have extra books in a box under the table, be sure to have all books priced with removable price stickers and include them in your inventory.
	4. Conferees will be able to use credit/debit cards when purchasing books.
3. You may check your books in at the bookstore at the following times:
	1. Tuesday, October 15 from 6:30 to 8:00 pm.
	2. Wednesday, October 16, 9:00 to 10:00 am, 1:00 to 5:00 and 8:00 to 9:30 pm
	3. Bookstore personnel will confirm the quantity of books with you and keep the inventory form.
4. At the end of the conference, you will also need to confirm the book count with the bookstore personnel. The inventory sheet should be signed by both you and the bookstore personnel to confirm quantity sold. (We reserve the right to withhold payment if this step is not completed.)

If you are shipping your books, please send them to the following address:

Florida Christian Writers Conference

C/O Lake Yale Baptist Conference Center

39034 County Rd 452

Leesburg, FL 34788

Send books to arrive no earlier than October 11 (Remember, Media Mail takes longer). We will have your books onsite when you arrive. Please stop by the bookstore to complete the sign in process. Your books will be put on the table once the forms are signed.

If you are bringing your books with you, you will need to bring them to the bookstore and complete the sign-in process. Please be sure to bring your filled out form.

1. The conference will not be responsible for shipping any unsold books back to you so please do not bring more than you plan to sell.
	1. Sales per book usually average between 6 and 9 books. If you are teaching a class, you will sell more.

If you plan to show a book in a class you are teaching or give one to your roommate, please do NOT include those books in your inventory. Once a book is checked in to the bookstore, please do not remove it until checkout. This is so we can keep inventory records correctly.

Books will not be held more than 24 hours. Then they will be placed back in inventory. No books will be held on Saturday.

When checking books in or out, inventory form must. Be confirmed with bookstore personnel and the author. No exceptions.

Display space is limited. We will do our best to showcase books as space allows.

If you have any questions, please contact us. We are looking forward to serving you in this way. Praying for you as you prepare to sell your books and pitch new ones.

Blessings,

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