



Thank you for hosting an NPH Book Fair! We appreciate having you as our partner in providing quality, Christ-centered materials right to your congregation or school.

In this packet you will find everything you need to promote and coordinate your Book Fair.

- 3 – 8.5 x 11 Announcement Posters
- 2 – 11 x 17 Book Fair Posters
- 1 – Announcement Bulletin Insert (Copy Master)
- 2 – Customer Order Forms (Copy Master)
- 1 – Coordinator Order Form
- 1 – Book Fair Pack List
- 1 – Customer Return Form

Below is a helpful checklist to get you started and to get the most out of your Book Fair. Please call NPH Customer Service at (800) 662-6022 or email [orders@nph.wels.net](mailto:orders@nph.wels.net) if you have any questions.

## **BOOK FAIR CHECKLIST**

### ***Before Your Book Fair***

- At least two weeks prior to your Book Fair, insert the *Announcement Bulletin Insert* in your church bulletin and post the *8.5 x 11 Announcement Posters* in high-traffic areas around your church or school. Make as many copies as you need to get the word out.
- At least two weeks prior, ask your pastor to make verbal announcements leading up to the dates of the Book Fair.
- Prior to your Book Fair, make copies of the *Customer Order Form* to use for customer orders. Take note that one of the forms has the list price, while the other has the discounted price. You can choose to pass the discount on to your members or keep the difference for your organization. Simply choose which *Customer Order Form* you would like to use.
- When your books arrive, check them off in the **Received** column of the *Book Fair Pack List*. Contact NPH if any of the items you received doesn't match the *Pack List*. Be sure to save any packing material from the shipment for potential returns.
- Prior to your Book Fair, display the books in a high-traffic area and hang the *11 x 17 Book Fair Posters* near the display.
- Schedule people to be on hand to assist customers with choices and filling out their order forms.

### ***During Your Book Fair***

- Keep all books on display until the end of your Book Fair. Once your Book Fair is complete, use the display books from the initial shipment to fill as many orders as you can.
- Collect payment from your customers. **If you are accepting checks, be sure they are made out to your organization. Do not send in any payment to NPH at this time.**

## ***After Your Book Fair*** – Complete within two weeks after your Book Fair

- If you are sending back unsold products, please record the books you are returning to NPH in the **Returned** column on the *Book Fair Pack List*. Make a copy of the *Pack List* and keep it as your record of what you send back.
- If you are sending back unsold products, the enclosed *Customer Return Form* must be included in your shipping package. Note that you do not need to fill anything out on this form.
- Use the saved packing material to pack carefully the books you are returning. You may want to use a different box depending on the size of your return. Note that your Return Authorization Number (RAN) appears at the top of your *Customer Return Form*. On the mailing label address the box like this:  
**Northwestern Publishing House**  
**217 Etack Dr.**  
**Brainerd, MN 56401**  
  
RAN # \_\_\_\_\_  
Remember to write your RAN on the label for easy tracking of your return.
- Ship your books with the carrier of your choice that provides tracking information. Keep this tracking information as proof of delivery of your return. Remember that you are paying return shipping charges, so consider using any unsold inventory in your church library, as gifts for volunteers or new members, etc.
- Complete the *Coordinator Order Form* with the items that need to be shipped to fill your customers' orders. Total the quantities from the *Customer Order Forms*, less any books that you are able to use from your Book Fair display copies, and record the amount on the order form.
- Please send copies of the *Coordinator Order Form*, *Customer Order Forms*, and the completed *Book Fair Pack List* to NPH via:  
Email: orders@nph.wels.net  
Postal: NPH, N16W23379 Stone Ridge Drive, Waukesha, WI, 53188-1108  
*Please note that you only need to send these copies back using ONE of the above methods.*
- Your shipment of items on the *Coordinator Order Form* will arrive within two weeks of NPH receiving your *Order Form*. If NPH is out of any books on your order, we will let you know promptly and work to get them to you as soon as possible.
- NPH will invoice your account for the books you kept from the initial shipment, plus any additional books you ordered. Shipping charges will be applied to the additional orders only.
- You will not be invoiced for unsold books returned in saleable condition. Please note: if books are returned to NPH more than one month after your Book Fair ends, a 10% service charge based on the list price of the book(s) will apply.
- Please call NPH Customer Service at (800) 662-6022 or email orders@nph.wels.net if you have any questions.

***Thank you again for hosting an NPH Book Fair!***