



CCC STAFF STORE AT CSU 2009

Approximately 4,500 people will come together from July 21 through July 29 for the biannual Campus Crusade for Christ U.S. Staff Conference at Colorado State University in Fort Collins. The purpose is prayer, worship, fellowship, and training in order to create unity, coordinate plans, and align strategies that build spiritual movements everywhere and facilitate the fulfillment of the Great Commission.

New Life Resources (NLR) is hosting the official CCC Staff Store at Moby Gym. Our purpose is to support the U.S. Staff Conference by providing ministry tools and Christian resources which enable participants to grow spiritually, gain ministry skills, and use these resources in their efforts to win, build, and send.

Fact Sheet

Conference Bookstore Operations:

- Set up dates: Friday, July 17; Saturday, July 18; and Monday, July 20
- Bookstore dates: The bookstore will be open during the U.S. Staff Conference from Tuesday, July 21 through Wednesday, July 29.
- The store will be closed on Sundays, July 19 and 26.

Bookstore Location: Moby Gym, Colorado State University, Fort Collins, Colorado

Participation DEADLINE:* Friday, July 3, 2009

**Participation Deadline is the date that vendors and consignees must have the completed forms back to NLR regarding your desire to participate, including the completed product lists.*

****SAVE**Early Bird Discount:** You'll save more than 40% of your set up cost on titles submitted by Friday, June 5. (Regular set up fee: \$60, Early Bird: only \$35/title)

Purchasing/Consignments Pat Pearce pat.pearce@campuscrusade.org
Phone: 770-631-9940, ext 212
Fax: 770-371-0031

Shipping Address: Attn: CCC Staff Store [your name & cell #]
CSU Housing Warehouse
1634 West Plum Street
Ft. Collins, CO 80521

Products Must Arrive By: Please have your goods arrive between Monday, July 6, and Tuesday, July 14. All inventory consigned at the bookstore must be shipped to the CSU Housing Warehouse in Ft. Collins, Colorado.

When you ship--send an email to csu.receiving@ccci.org with a copy to pat.pearce@campuscrusade.org stating:

- Your name and local contact information
- Delivery date to Staff Store on July 15
- Delivery location: Staff Store at Moby

If you cannot get your product to the CSU Housing Warehouse by July 14, then you will be responsible for bringing it to the CCC Staff Store at Moby during the check-in dates below.

Consigned Product Check-in: Saturday, July 18, 9 a.m. – 5 p.m.
Monday, July 20, 9 a.m. – 5 p.m.
Tuesday, July 21, 9 a.m. – 5 p.m.

How to Have Your Product Sold In the CCC Staff Store at CSU

******Detailed Instructions******

PRODUCT SELECTION:

If you have products that you would like to have available for purchase, the CCC Staff Store is open for ministries and vendors to be able to consign approved products. If you have suggestions for products that should be offered at the event, we would like to have your recommendations.

Basic selection criteria for products sold in the CCC Staff Store include:

1. **Ministry Purpose:** The product is in line with CCC's mission, values, theology, and must complement the objectives for the U.S. Staff Conference. It must be of good quality, appropriate content, offered at a competitive price, and a fair value.
2. **Unique:** The product is not offered for sale by any other ministry or vendor at the conference.
3. **Bar Coded:** The product must have a machine readable bar code that can be scanned at checkout.

IMPORTANT NOTE: NEW LIFE RESOURCES carries many of the resources of the various ministries of Campus Crusade. If NLR is currently offering the product for sale it may or may not be selected for transport to the CCC Staff Store at CSU. Please let us know your recommendations.

PRODUCT SUBMISSION:

Here is the process for submitting your product to be carried in the CCC Staff Store at CSU:

PRE-CONFERENCE

1. Make sure your product meets the above listed criteria.
2. Fill out the attached *Intent to Participate* and *Product Submission* forms (see pages 5 through 7) and email or fax them to NLR no later than the *Participation Deadline* of Friday, July 3. It is very important that you select your product list and provide all the information requested by the deadline to avoid late fees and ensure that your product is available at the U.S. Staff Conference.
3. Make sure that all items are bar coded. If a product is not bar coded or is improperly bar coded, then generic bar codes must be created. Please contact John Peach (ext. 215) if your products do not have bar codes on them.
4. You must submit your product list either electronically (email) or in written form by FAX. If you have more than 10 products, your list must be submitted electronically by Excel Spreadsheet (use the format shown on page 7). For written submissions, please list the products one per line on the attached form and FAX it.
5. The information needed for each product is:
 - * **Product Number:** ISBN/SPCN/UPC or EAN-13 Scan Code — This is the 13-digit number and bar code that the bar code scanner reads.
 - * **Product Title:** Limited to 30 characters, including spaces.
 - * **Price:** The price you want to sell your product for. Prices will then be adjusted to include an allowance for sales tax and will be rounded to the nearest \$.25.
If you want to do clearance markdowns during the last days of the conference include those instructions so they can be programmed into the system.
 - * **Quantity:** Number of units of each product you plan on sending. (Quantities are subject to our approval.)

6. Consigned products should be shipped to CSU at the address provided on the *Fact Sheet*. Be careful to observe arrival dates between July 6 and 14. If not at the CSU address by July 14, then you are responsible for bringing them directly to the bookstore area at CSU during check-in.
7. A Packing Slip must be provided with your inventory that lists each item and the quantity of each item that you are shipping. The Packing Slip may be attached to the outside of a carton or enclosed inside one of the cartons with that carton clearly marked “Packing Slip Enclosed.” If you have multiple cartons, number them 1 of X, 2 of X, etc.
8. If you are bringing the products to CSU rather than shipping them to the CSU Housing Warehouse, you must bring them to the Bookstore at Moby Gym on either Saturday, July 18; Monday, July 20; or Tuesday, July 21.

AT THE CONFERENCE

1. *CHECK-IN*: Ship your products to arrive at CSU by July 14, or bring them to the Bookstore for “check in.” This is to verify correct product identification and quantities consigned. Products may only be checked in during specified times as listed on the *Fact Sheet*.
2. *PRICING*: You suggest the selling price for each of your products. Applicable sales tax will be paid by the Bookstore. To avoid adding sales tax as a separate item at the registers the posted prices will include an allowance and be rounded to the nearest \$.25.
(Note: Staff typically expect to receive at least 15 to 20% off most retail prices.) You may also choose to do a special “mark-down” of your products during the conference. Many consignees like to have a “fire-sale” on the last days of the conference. The goal is to clear out remaining products to avoid the hassle and cost of shipping your remaining inventory home. If you plan to do clearance sale price changes, let us know on your *Product Submission List* so it can be programmed to begin on the right date.
3. *FINANCE*: New Life Resources will manage the administrative details of merchandising and selling the products in the Bookstore (bags, change, account transfers, cashiers, etc.).
 - a. The CSU Conference Team charges NLR a flat 5% of all pre-tax sales as a rental fee for the bookstore space.
 - b. For consigned products that NLR already carries that we choose to offer at the CSU Bookstore you will receive your existing royalty — less the 5% fee charged by the Conference Team. (Example: 63% normal consigned product revenue less the 5% Conference fee = 58% net.)
 - c. For products placed in the Bookstore on consignment, the charge for the operation, merchandising, marketing, and management of the Bookstore will be 15% of pre-tax sales + 5%. This will yield a total of 80% of the sales price that will be paid to you as the owner of the consigned product. (Example: 5% Conference fee + 15% Bookstore overhead = 20%.)
 - d. There will be a setup fee for each product title which covers the expenses to unpack your boxes, enter your products into the bookstore checkout database with scan code and prices, and set up merchandise for display. The setup fee is \$60 per title.
 SAVEEARLY BIRD DISCOUNT:
 If you submit your titles by end of day on Friday, June 5, you’ll get the EARLY BIRD DISCOUNT of only \$35 per title. By responding quickly you can save \$25 per title, a savings of more than 40%.
 NOTE: No additional products may be submitted after July 3.)

4. *EXCLUSIVE BOOKSTORE TABLE:*

If your ministry wants an exclusive table in the bookstore to display your ministry resources this is available for a flat fee of \$295 (you will not be charged the setup fees for individual products).

An exclusive table in the bookstore is an effective way to expose the staff to your resources and have them available for immediate purchase. Exclusive tables are available throughout the duration of the bookstore, not just during Ministry Fair days.

Reserving an exclusive bookstore table for your ministry will allow you to create a table top display and arrange your products on the table as you choose to merchandise them. (Display design must be approved by New Life Resources.) You can also provide a representative at your table to answer questions and help sell your products. Extra inventory can be stored beneath your table. Sale of your products will be through the regular bookstore checkout. The availability of special tables is limited and on a first-request basis.

5. *PRIZE DRAWINGS*

The bookstore will be holding drawings for prizes during the Staff Conference. If you would like to gain exposure for one or more of your products offered in the bookstore you can do this by donating one or more copies to be used as prizes. Please indicate this on the *Product Submission List* or contact Pat Pearce, ext. 212, to discuss it.

6. *OTHER DETAILS*

- a. Product shrinkage (i.e. miscounts, lost product, etc.) is the responsibility of the vendor and not New Life Resources. We will provide security for the store. Past experience has shown that we have minimal “loss” in our conference bookstores due to miscounting, accidental or intentional shoplifting, or other reasons. Shrinkage has averaged around 3/10 of one percent (0.3%) at previous Staff Conference Bookstores. Vendors placing materials in the conference bookstore do so at their own risk of loss. Since New Life Resources is the largest owner of products being sold in the Bookstore, we have a very high interest in keeping it secure.
- b. Any additional special services requested will incur a reasonable charge to cover NLR overhead.

7. *WRAP-UP & CONFERENCE CLOSE:*

- a. The store will close with no further sales promptly at 6:30 p.m. (as soon as the final session begins)
- b. At the end of the conference, on Wednesday, July 29, you must come by the Bookstore by 10 p.m. to pick up your left over materials and verify final inventory count.
- c. The revenue from products sold at the Bookstore will be disbursed no later than six weeks after the conference.

FOR FURTHER INFORMATION:

If you have additional questions, please call *NEW LIFE RESOURCES* at 770-631-9940.

- Finances & Purchasing: John Peach, ext. 215
john.peach@campuscrusade.org
- Consigned Products: Pat Pearce, ext. 212
pat.pearce@campuscrusade.org

Thanks. We look forward to serving you.
The *NEW LIFE RESOURCES* team

CCC Staff Store at CSU 2009

Intent to Participate

Email or Fax by Friday, July 3—Early Bird by Friday, June 5

Contact: _____ Email: _____

Ministry: _____

Address: _____

City/State/Zip: _____

Work Phone or Cell where you can be reached before CSU: _____

Cell Phone number where you can be reached at while at CSU: _____

Please answer all of the following questions which are explained in the *Detailed Instructions* section on pages 2, 3, and 4.

1. How would you like to receive payment for the sales of your products?

Into CCC Staff Memo Account #: _____ (Skip to #3)

Into CCC Operating Account #:

Chartfields:

Business Unit: _____

Operating Unit: _____

Department ID: _____

Project: _____

(Skip to #3)

By check (this option is only available if you are not on staff with CCC)

2. If by check, please write out to whom you want the check made payable:

If to an individual, please furnish your Social Security number; if a corporation, please give your Federal Identification Number (FEIN).

3. Will you be shipping product to arrive at the CSU Housing Warehouse by July 14 or bringing it to the CCC Staff Store in Moby? Ship to CSU Bring to CCC Staff Store at Moby

4. How will your product be checked in at the bookstore?
 Not applicable, I am shipping everything to the CSU Housing Warehouse before July 14
 By myself By my representative (give name): _____
Representative's cell phone number at CSU: _____

5. When will it be checked in?
 Saturday, July 18, Monday, July 20, or Tuesday, July 21

6. Who will pick up your product at the end of the conference on July 29?
 I will pick it up before 10 p.m.
 My representative will pick it up before 10 p.m.
Representative's Name: _____
Cell phone: (_____) _____

7. All products must have a bar code. If a product does not have a bar code it cannot be sold in the bookstore. What is the status of the bar coding of your products?
 All bar codes are already printed on or affixed to the product.
 I do not have all my bar codes. I will contact John Peach to discuss solutions.

8. In what form will you be sending your product information to us?
 I have less than 10 products and I will FAX or email Pat Pearce a completed form.
 I have 10 or more products and will submit them in an Excel Spreadsheet. (Please use the format on the form on page 7.)

Important: Your completed *Product Submission List* must be submitted with all required product information no later than Friday, July 3, 2009.

(Remember the Early Bird Discount for each title turned in by June 5.)

9. I understand the fee structure for consignments to the CSU Bookstore including the explanation of the service fee, receiving and shipping, shrinkages and so forth as explained in the *Detailed Instructions* pages.
 Yes No

(Signed)

(Date)

Email:

pat.pearce@campuscrusade.org

Or fax to:

770 371-0031 (Attn: Pat Pearce)



CCC Staff Store at CSU

Product Submission List

Contact: _____ Phone: _____
Ministry: _____

This form is used to submit a “written” listing of the products you desire to consign for sale in the CSU Bookstore. Written submissions may only be used for listings of less than 10 products. Please use an Excel Spreadsheet (email file) for longer product lists. For electronic submissions, please use the same format:

- * Scan Code — i.e. what the bar code reads (EAN-13, 13 digit code)
- * Product Title — limited to 30 characters including spaces
- * Prices — the suggested retail value, the bookstore price and the marked down clearance price if you plan to do that
- * The quantity of each product you plan to send. (Quantities are subject to our approval.)

Yes, I want to reserve an “Exclusive Bookstore Table” to display my products for \$295.

#	Scan Code	<u>Product Title</u> (MAX. 30 characters)	Retail Value	Bookstore Price	*Clearance Price & Change Date	Quantity for Sale
1.	_____	_____	\$ _____	\$ _____	\$ _____	_____
2.	_____	_____	\$ _____	\$ _____	\$ _____	_____
3.	_____	_____	\$ _____	\$ _____	\$ _____	_____
4.	_____	_____	\$ _____	\$ _____	\$ _____	_____
5.	_____	_____	\$ _____	\$ _____	\$ _____	_____
6.	_____	_____	\$ _____	\$ _____	\$ _____	_____
7.	_____	_____	\$ _____	\$ _____	\$ _____	_____
8.	_____	_____	\$ _____	\$ _____	\$ _____	_____
9.	_____	_____	\$ _____	\$ _____	\$ _____	_____
10.	_____	_____	\$ _____	\$ _____	\$ _____	_____

Door Prizes

If you would like to gain exposure for one or more of your products above by donating copies to be used as a prize, please give the title(s) and quantity (in addition to quantity for sale):

***Clearance Instructions:**

If you plan to reduce the price on the final day(s) of the conference, give detailed instructions with the date of change.