

NCTM AFFILIATE CONSIGNMENT PROGRAM

One of the many benefits available to NCTM Affiliates is the ability to order NCTM products on consignment. Consignments give Affiliates the opportunity to make NCTM resources available to their own members at their own events.

I. PROGRAM DETAILS

CONSIGNMENT OPTIONS

Consignment orders provide a 30% discount and free shipping for the Affiliate.

Sample Consignments consist of display samples of NCTM's newest and best-selling titles. NCTM Catalogs are also included, along with Special Order forms and a Discount Campaign Code for purchasing items on display or from the Catalog. Displayed samples may be sold at the end of the event. All unsold products are returned to NCTM for credit.

Regular Consignments may include multiple copies of NCTM's newest and best-selling educational materials. NCTM catalogs are also included, along with Special Order forms and a Discount Campaign Code for purchasing items that were not included or that sell out onsite. A Regular Consignment can be requested by Affiliates that sold \$800 or more of their last consignment for a similar event (onsite, by online code, and special orders). The Affiliate has the opportunity to review a preliminary list of items and can request changes to the titles and quantities. All unsold products are returned to NCTM for credit.

Quantity Discount Purchases enable Affiliates to purchase specific quantities of specific titles at the consignment discount and free shipping. Quantity Discount Purchases must be over \$400 (at the discounted pricing), and the expectation is that products will not be returned.

For example, an Affiliate may want multiple copies of a particular NCTM title to use for a focus session, workshop, or author signing. The Affiliate can purchase these books at 70% of the full retail price and no shipping cost.

Quantity Discount Purchases may be paid with a credit card when the order is placed, or the Affiliate can be billed for the order. *(Any returns for refund or credit must be made within 30 days of the original order, and return shipping is paid by the Affiliate.)*

COMPLIANCE

Affiliates that do not comply with the guidelines for reporting sales, returning products, remitting payments, etc., will no longer be In Good Standing. Subsequent consignment requests may not be accepted.

PRODUCT AVAILABILITY

Unfortunately, not all products are available for consignment sales. The titles offered vary depending upon inventory levels, analysis of past sales, and product regulations.

SHIPPING COSTS

NCTM covers the cost of outbound shipping for all consignments. NCTM also covers the cost of return shipping up to \$100 for Sample and Regular Consignment orders (effective 8/1/16). The Affiliate must report the cost of return shipping on the Sales Report and include the UPS Ground receipt to receive credit. For Quantity Discount Purchases, any return shipping costs are borne by the Affiliate.

SALES TAX

Affiliates are responsible for remitting all appropriate state and local sales tax to the appropriate jurisdiction. Contact your state department of taxation for information.

PRICE CARDS

A list of the retail and member prices for all products in the consignment is included. Printed Price Cards are only included if the Affiliate indicates on the Consignment Request form that they are desired. Price Cards list the full retail price of each product.

PROMOTIONAL MATERIALS

NCTM includes membership brochures, product catalogs, and other promotional materials with the consignment. Affiliates should be sure these materials are made available to attendees.

AFFILIATE PURCHASE PRICES AND DISCOUNTS

Affiliates are free to determine the prices offered to their attendees at their events. NCTM provides a 20% discount to its members and a 25% discount to all conference attendees regardless of membership, but NCTM does not require this pricing be used at Affiliate events. Regardless of the discounts (or lack thereof) that are given to attendees, **the Affiliate is responsible for 70% of the retail cost of all items not returned to NCTM.**

The 70% price does not apply to product packages (e.g., *Essential Understanding Series Bundle*) or to non-book products (e.g., pencils and buttons). Packages are excluded from consignment orders, and non-book products are included only upon request. If the Affiliate sells non-book products or takes Special Orders for packages or non-book products, the items will be charged at 100% of the full retail price.

DISCOUNT CAMPAIGN CODE AND SPECIAL ORDERS

NCTM provides a Discount Campaign Code with each Sample and Regular Consignment for use by event attendees to make purchases online during the Affiliate's event. The Code is active from the first day of the event through the day after the event ends.

If an attendee wishes to purchase an item from the NCTM Catalog and does not have online access or prefers to pay by cash or check, a Special Order form may be used instead of the Code. Special Order forms must be filled out completely and legibly with all customer information, including address, telephone number, and email. Incomplete forms cannot be processed.

The Discount Code and Special Orders shipped by NCTM grant a discount of 25% on books only and include free shipping to US addresses. The Affiliate may request a discount less than 25%, if desired.

For example, the Affiliate may choose to offer a 20% discount on all sales and doesn't want attendees electing to order online rather than purchase from the Affiliate. NCTM can provide a code that grants a discount of 20%, or 15%, or any other amount less than or equal to 25%.

Special Order form: NCTM Billing

This form is used for purchases made by an attendee who wishes to pay with a credit card when the Affiliate is unable to process credit card transactions, and the attendee picks up all products being paid onsite.

Name, full address, at least one phone number, and email must be filled out, along with ALL of sections B and C on the form. Verify completeness and legibility before accepting or submitting a Special Order Billing form.

Special Order form: NCTM Billing & Shipping

This form is used in Sample Consignments and in Regular Consignments for products that were not included in the order or have run out onsite, when an attendee does not have online access to use the Discount Code or wishes to pay by cash or check.

Name, full address, at least one phone number, and email must be filled out, along with ALL of sections A, B, and C. Verify completeness and legibility before accepting or submitting a Special Order Billing & Shipping form.

SPECIAL COMMISSION

The Affiliate will receive a commission equal to 5% of the amount paid on all orders placed online using the Discount Campaign Code and on all Special Orders shipped by NCTM. Shipping charges outside the US and sales tax amounts will be excluded from commission calculations.

II. CONSIGNMENT ORDER TIMELINE

Below is an overview of the timeline for ordering, implementing, and closing an Affiliate consignment order. Canadian Affiliates, see Section VI on page 7 for additional information.

BEFORE YOUR EVENT

6 weeks prior to the event. Requests received later than this risk not being accepted.	Consignment Request form is received by NCTM.
Within 7 days of receipt of request.	NCTM verifies that the Affiliate is In Good Standing and has met all previous consignment obligations. Any problems are communicated to the Affiliate Consignment Coordinator.
5 weeks prior to the event.	Once eligibility is verified, the Affiliate Consignment Coordinator receives a preliminary list of products from NCTM to review for possible changes.
4 weeks prior to the event.	Any requests for changes are received and reviewed at NCTM.
3 weeks prior to the event.	Order is finalized and shipped via UPS Ground. Any rejected changes are communicated to the Affiliate Consignment Coordinator.
2 weeks prior to the event.	Coordinator Kit is sent to the Affiliate Consignment Coordinator, which includes instructions, forms, return shipping labels, etc.
As soon after shipment arrival as possible.	Affiliate Consignment Coordinator completes inventory of shipment and emails or faxes the Inventory form before the start of the event. If inventory is sent to NCTM at least 10 days before the event, NCTM may be able to ship any missing materials.

AFTER YOUR EVENT

Within 2 days after the event.	The Inventory form of the products being returned, Sales Report, and Special Orders are sent to NCTM.
Within 14 days after the event.	Unsold products are received at the NCTM Warehouse.
2 weeks after the event.	Special Order forms are processed by NCTM.
3-4 weeks after the event.	If products, inventory form, and sales report have been received at NCTM, the Affiliate is billed for all products not returned, less credits applied. If products, inventory form, and sales report have not been returned, the Affiliate is billed for all products sent.
30 days after billing.	Affiliate payment is due.
After 30 days.	Affiliates are not eligible for any Affiliate Services until the consignment account is settled.

III. RECEIVING INVENTORY

1. Unpack all items carefully. Save all boxes that are in good condition and all packing materials included in original shipment, to use for return shipping.
2. Record the number of each item received in the "Arrival Inventory (Affiliate)" column of the Inventory form that was emailed to the Affiliate Inventory Contact.
3. **Send the Inventory form to the NCTM Consignment Representative by email at consignments@nctm.org or fax at 703-476-2970 prior to the start of your event.**

If this step is not completed, reported discrepancies will not be accepted, and the Affiliate will be responsible for all materials listed in the original Quantity of the Inventory form. If time allows, any missing products can be sent.

IV. ONSITE OPERATIONS

Your volunteers play a critical role in the success of your consignment sales. But they can only help as much as they know what needs to be done and how to do it. Be sure to spend some time going over the following items with your volunteers:

1. Sales tax calculation and recording on your receipts. Please see page 2 for details on sales tax.
2. The pricing policies that your sales event will be following. Please see page 2 for details on purchase pricing and discounts.

If you plan to sell materials at a price less than the full retail price, it has been NCTM's experience that it is best to give a flat discount to all attendees. If you wish to tie the discount to membership, a discount larger than the flat discount could be given to attendees that are members.

3. The online Discount Code and completing Special Order forms accurately. Please see page 3 for details on the Discount Code and Special Orders.

You may want to designate specific people to fill out the Special Order forms so that you can maintain higher quality control. **Customer, ordering, and payment information must be complete and legible, or the forms will not be processed.**

4. Note that checks should be made out to the Affiliate, not to NCTM. NCTM will send a final invoice after all returned products and forms have been processed.

Check on your volunteers throughout the event to ensure that their questions or concerns are addressed. Review the Special Order forms frequently for completeness and legibility.

V. CLOSING THE EVENT

UNSOLD INVENTORY

1. Record the number of each item being returned in the "Returned Inventory (Affiliate)" column of the Inventory form that was emailed to the Affiliate Inventory Contact.
2. Pack all items carefully, using the packing materials saved from the original shipment. Make sure items cannot move around inside, and securely seal the boxes.
3. Ship all unsold inventory so that it arrives at NCTM no later than 14 days after the end of your event. In order to get credit for your shipping expenses, you must use UPS Ground Commercial service.
4. Boxes should be shipped via UPS Ground to the following warehouse address:
**Note: This is not the main NCTM Headquarters address*

NCTM Consignment Return
Order ID # _____
c/o BrightKey Inc
Receiving Dept - Sandi Hessie
1780 Crossroads Dr Ste A
Odenton, MD 21113-1105

Pre-printed labels with your order number are included with the *Consignment Coordinator Kit* mailed prior to the event.

SALES REPORT

Send your Sales Report, Inventory form, and Special Orders to NCTM no later than two days after the close of your event. Email to consignments@nctm.org, or mail using the Priority self-addressed stamped envelope that was included with the *Consignment Coordinator Kit* (please return any unused forms if mailing).

Section A

Credit Card Orders: NCTM needs to ship the items and charge the credit card.

Cash Sales: NCTM needs to ship the items (payment already taken by the Affiliate).

Section B

Credit Card Orders: NCTM needs to charge the card (items already picked up onsite).

Section C

The total cost of your return shipping (include a copy of your UPS receipt).

After all paperwork and product returns have been processed, NCTM will send a final invoice. **Do not include any payment with your Sales Report.**

VI. CANADIAN CONSIGNMENT ORDERS

To allow for additional shipping times, the Consignment Request form should be received by NCTM no later than eight weeks before the event. All aspects of the timeline will be shifted to accommodate this extra time.

All orders are shipped via APC Postal Logistics to allow for direct delivery to the recipient without charging duties or taxes.

Affiliates pay a handling fee of 12.5% on all products not returned to NCTM. This amount will be calculated when the final invoice is prepared.

Due to the challenges associated with returning taxable products across the Canadian border, non-book products are only available through Special Orders and Quantity Discount Purchases. We regret that we cannot include them in Sample or Regular Consignments.

The Price List and Price Cards are only available with prices in US dollars.