



AUTHOR EVENT POLICIES

Thank you for your interest in hosting a book signing event at Roundabout Books. We take a lot of pride in creating the best possible atmosphere for your book event, which takes a lot of time and effort by our staff to plan and prepare. Our goal is also to sell 10 or more of your books! To make that happen, please read the following policies.

First, please email the following to the Events Manager, Julie, at julie@roundaboutbookshop.com:

1. Book title
2. ISBN
3. Publisher contact info (or specify self-publication)
4. Book synopsis
5. Book cover image (high resolution jpg or png)
6. Author photo (high resolution jpg or png)

Roundabout Books will do the following to promote, staff, and manage your event:

1. Reserve the bookstore space for a 1-2-hour event.
2. Provide 40+ chairs, a signing table, a podium, microphone, speakers, and a projector.
3. Provide the staff to setup, manage, and cleanup after the event.
4. Advertise the event in the following manner:
 - Put event on our store website calendar
 - Put event on store wall calendar
 - Create and promote a Facebook event
 - Create and print 2 copies of an event poster to be displayed in the store
 - Order the books before event and display with poster in store
 - Advertise the event info in our monthly newsletter that currently reaches over 4,000 people
 - Submit event to the community calendars or The Source, The Bulletin, KTVZ21, KPOV, and VisitNWX.

We expect the author to adhere to the following policies for all events at our store:

1. Roundabout Books will purchase all books for the event at a minimum of a 40% discount off the retail price through the listed Book Publisher or Ingram Wholesaler. We will not purchase titles through Amazon.com.
2. All book sales the night of the event will be made through the store.
3. No outside drinks, food, or alcohol will be brought in for an event. All drink purchases during the event will be made through Roundabout Café.
4. Advertise the event through your network, as well as social media. If you would like to be added as a co-host of the Facebook event, please send your Facebook personal or business page "handle" to the events manager.