

2016 SI Bookstore Procedures

Hello vendors, welcome to the 2017 SI Bookstore! Here's what you need to know:

1. Please let us know that you will be vending at the bookstore this year by dropping us an email. This is so we can make up your master sheet before we get to SI and plan on space for you. Email Beth Straubhaar at bethastraub@gmail.com.
2. We will no longer inventory your items at check in or check out. If you would like an inventory for your records, please make one before check in.
3. Fill out your SI Vendor Form before SI. Bring them with you to SI and turn them into your bookstore coordinators.
4. Each item should be labeled with your Vendor ID and the price using a bright, visible **removable** price sticker, preferably before you check in. **Debbie and Beth will NOT label or set out your items.**
5. How do you determine your Vendor ID? Your ID is the first and last letter of your first name and the first letter of your last name. Example: Anne Jones = AEJ, Susan Smith = SNS.
6. Your stickers will be removed from your item at time of sale and placed on your master vendor sheet at the checkout. This is how we will track your sales and write your checks.
7. Check in with the coordinator, set up your display, turn in your SI Vendor Form to the coordinators, and you're done. Be sure to check your display daily to refill merchandise and keep neat.
8. If you add new merchandise during the week, it must be done after bookstore hours. Make sure it is labeled and added to your SI Vendor Form.
9. At check out, pack your display, check in with your coordinator, and your done.
10. Keep in mind that we have many vendors interested in participating, so please make your display as compact as possible so that we can accommodate as many vendors as possible.
11. Should you need to reach us at SI you may call or text 330-281-3311.

If you have any questions please contact Beth Straubhaar at bethastraub@gmail.com.

Thanks and have a great SI!

Beth Straubhaar

Debbie Baird