NAEA

Advancing Art Education

CONSIGNMENT REQUEST AND AGREEMENT

To be submitted no less than 4 weeks before the Affiliate event.
NAEA may include promotional materials with consignment order.

A. Event Information:

TODAY'S DATE _____ DATE OF EVENT _____ EXPECTED ATTENDANCE _____

NAME OF EVENT _____ TOPIC OR THEME (IF APPLICABLE) _____

B. Ship Consignment to:

PRINT NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

(_____)_____ (_____)_____ (_____)_____
DAYTIME PHONE EVENING PHONE FAX

C. Requested book list. Attach a separate list for additional titles:

TITLE	QUANTITY

D. Primary Contact Person:

PRINT NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

(_____)_____ (_____)_____ (_____)_____
DAYTIME PHONE EVENING PHONE FAX

E. Representative Approval (required before the request is processed)

"I have read and understand the guidelines for operating an NAEA Affiliate Consignment. I agree to the responsibilities outlined in Consignment Information below, including the 3 week deadline for returning unsold products and payment."

_____ _____
REPRESENTATIVE'S SIGNATURE DATE

Submit this completed form to: finance@arteducators.org

CONSIGNMENT INFORMATION

NAEA will ship the books at our expense. The shipment will include an invoice for all contents; books are priced at NAEA Member Price. Consignee has 3 weeks after the Event to 1) Return any unsold books in new condition for credit or pay for all unreturned books (consignee pays return shipping by method of your choice as long as books are carefully packed and package can be tracked) and 2) Pay the balance due on the Invoice with a single credit card or check—multiple payments are not acceptable.

National Art Education Association
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