CHAPTER & VERSE BOOKSTORE

AUTHOR BOOK SIGNING AGREEMENT

Chapter & Verse Bookstore is pleased to provide authors with opportunities to connect with readers, promote their work, and sell books through in-store book signing events.

This Author Book Signing Agreement ("Agreement") outlines the responsibilities of both **Chapter & Verse Bookstore** ("Bookstore") and the participating author ("Author").

AUTHOR & EVENT INFORMATION

Author Name: _____

Pen Name, if applicable: _____

Email: _____

Phone: _____

Book Title(s): _____

Scheduled Event Date: _____

Event Time: _____

Estimated Number of Books: _____

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1. BOOK SIGNING EVENT

Chapter & Verse Bookstore agrees to host the Author for a scheduled book signing on the date and during the time listed above.

The Author agrees to arrive on time and remain available during the scheduled signing period unless other arrangements have been approved in advance.

Event dates and times are subject to confirmation by Chapter & Verse Bookstore.

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2. BOOK SALES & BOOKSTORE COMMISSION

All books sold during the signing event must be processed through the **Chapter & Verse Bookstore Point-of-Sale (POS) system**.

Chapter & Verse Bookstore will retain **20% of the retail selling price of each book sold** during the event.

The Author will receive **80% of the retail selling price of each book sold**, subject to the terms of this Agreement.

For example:

If a book sells for **$20.00**:

Chapter & Verse Bookstore receives: **$4.00 (20%)**

Author receives: **$16.00 (80%)**

The 20% retained by Chapter & Verse Bookstore helps cover the use of the bookstore, POS processing, staffing, event support, and other costs associated with hosting the signing.

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3. POS REQUIREMENT

All book purchases during the event must be processed through Chapter & Verse Bookstore's POS system.

Authors may not independently collect payment for books sold during the event through cash, personal credit card processors, Cash App, Venmo, PayPal, Zelle, or other outside payment methods unless specifically authorized by Chapter & Verse Bookstore.

This requirement allows Chapter & Verse Bookstore to accurately track inventory and book sales and properly settle the Author's account at the conclusion of the event.

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4. BOOK INVENTORY & DELIVERY

The Author is responsible for providing the books that will be sold during the signing unless otherwise agreed upon in writing.

Books must be delivered to Chapter & Verse Bookstore **prior to the scheduled event** so that they can be entered and scanned into the bookstore's POS and inventory system.

Authors should not arrive at the beginning of the signing with books that have not previously been processed unless Chapter & Verse Bookstore has approved the arrangement.

The Author and Chapter & Verse Bookstore will confirm the quantity of books received before the event.

INVENTORY RECEIVED

Book Title	Retail Price	Quantity Received
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____

Total Books Received: _____

Date Received: _____

Received By: _____

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5. BOOK PRICING

The Author must provide Chapter & Verse Bookstore with the retail selling price for each book prior to the event.

Once books have been entered into the POS system, pricing should remain consistent throughout the event.

Any discounts, bundles, giveaways, or promotional pricing must be discussed with and approved by Chapter & Verse Bookstore before being offered to customers.

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6. EVENT SETUP

Chapter & Verse Bookstore will provide a designated area for the Author's book signing.

The Bookstore will determine the placement of the signing area based on store operations, available space, expected attendance, and other scheduled activities.

Authors may bring reasonable promotional materials such as bookmarks, business cards, postcards, banners, table signs, or other materials related to their books.

Any large displays or additional equipment should be approved by Chapter & Verse Bookstore in advance.

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7. AUTHOR RESPONSIBILITIES

The Author agrees to conduct themselves professionally and respectfully while participating in the event.

The Author is responsible for:

- Arriving at the agreed-upon time.
- Providing sufficient book inventory.
- Delivering books before the event for POS processing.
- Providing accurate book titles, prices, and inventory information.
- Promoting the scheduled signing through their own available platforms.
- Keeping their signing area reasonably neat and organized.
- Treating bookstore customers, employees, guests, and other authors respectfully.
- Removing personal promotional materials and belongings after the event.

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8. CHAPTER & VERSE BOOKSTORE RESPONSIBILITIES

Chapter & Verse Bookstore agrees to:

- Provide an agreed-upon space for the book signing.
- Enter approved book inventory into the bookstore's POS system.
- Process book sales through the Chapter & Verse POS system.
- Maintain a record of books sold during the event.
- Provide reasonable in-store support for the signing.
- Settle the Author's account at the conclusion of the event.

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9. EVENT PROMOTION

Chapter & Verse Bookstore may promote the signing through its website, social media platforms, email communications, in-store signage, or other promotional channels at its discretion.

The Author grants Chapter & Verse Bookstore permission to use the Author's name, book title, book cover, author photograph, biography, and other materials provided by the Author for the purpose of promoting the scheduled event.

The Author is strongly encouraged to actively promote the signing to their readers, followers, family, friends, and community.

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10. PHOTOGRAPHY & EVENT CONTENT

The Author understands that photographs or video may be taken during the event.

Unless otherwise requested in writing before the event, the Author grants Chapter & Verse Bookstore permission to photograph or record the Author during the signing and use such content for reasonable bookstore promotional purposes, including social media, website content, and future event promotion.

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11. END-OF-EVENT INVENTORY & SETTLEMENT

At the conclusion of the book signing, Chapter & Verse Bookstore will reconcile the Author's inventory with the sales recorded through the POS system.

The Bookstore and Author will review:

Beginning Inventory: _____

Books Sold: _____

Remaining Inventory: _____

Gross Book Sales: $_____

Chapter & Verse 20%: $_____

Author 80%: $_____

The Author's account will be **settled by the end of the event**.

The Author will receive payment for their portion of book sales after the 20% Chapter & Verse Bookstore share has been deducted.

Payment Method: _____

Payment Amount: $_____

Author Initials: _____

Chapter & Verse Representative Initials: _____

Unless the Author has a separate bookshelf placement or consignment agreement with Chapter & Verse Bookstore, the Author is responsible for taking all remaining inventory at the conclusion of the signing.

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12. CANCELLATION OR RESCHEDULING

If the Author is unable to attend the scheduled signing, the Author should notify Chapter & Verse Bookstore as soon as possible.

Chapter & Verse Bookstore will make reasonable efforts to reschedule the event when appropriate; however, a replacement date is not guaranteed.

Chapter & Verse Bookstore reserves the right to cancel or reschedule an event due to emergencies, unsafe conditions, building issues, severe weather, or other circumstances that may affect bookstore operations.

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13. PERSONAL PROPERTY

Chapter & Verse Bookstore is not responsible for lost, stolen, or damaged personal property belonging to the Author or the Author's guests.

The Author is responsible for personal equipment, promotional materials, and other items brought into the bookstore.

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14. AGREEMENT

By signing below, the Author acknowledges that they have read and understand the terms of this Author Book Signing Agreement.

The Author specifically understands and agrees that:

Chapter & Verse Bookstore will retain 20% of each book sale.

All book sales must be processed through the Chapter & Verse Bookstore POS system.

Books must be delivered prior to the event so they can be entered into the POS system.

The Author's sales account will be reconciled and settled by the end of the event.

The parties agree to comply with the terms contained in this Agreement.

AUTHOR

Printed Name: _____

Signature: _____

Date: _____

CHAPTER & VERSE BOOKSTORE

Representative: _____

Signature: _____

Date: _____

EVENT SETTLEMENT RECORD

Event Date: _____

Author: _____

Beginning Inventory: _____

Total Books Sold: _____

Remaining Inventory: _____

Gross Sales: $_____

Chapter & Verse Share (20%): $_____

Author Share (80%): $_____

Payment Method: _____

Payment Issued: $_____

Date Paid: _____

I acknowledge that the inventory and sales information above accurately reflects the final settlement for this book signing.

Author Signature: _____ **Date:** _____

Chapter & Verse Representative: _____ **Date:** _____