

INSTRUCTIONS FOR SELLING IN THE WCNA 34 ALTERNATIVE MERCHANDISE STORE *READ CAREFULLY*

WHO CAN SELL?

NA World Services provides an alternative merchandise store as an opportunity for regions and areas to typically sell their leftover merchandise. This store will be held in the San Diego Convention Center (SDCC) subject to change on Sunday, 4 Sept 2011 from 12:30 pm to 2:30 pm. **No private vendors are permitted to sell in the alternative merchandise store.** We will not accept letters from areas or regions authorizing private vendors to sell merchandise at this store, as that is not its purpose. The sole purpose of the store is to provide areas and regions an opportunity to sell merchandise they produced for an area or regional event and were not able to sell at that time.

YOU MUST OBTAIN AN APPROVAL CERTIFICATE

Those wishing to sell in the store must register by completing the WCNA 34 Alternative Merchandise Agreement and the California Seller's Permit Application. The agreement must be returned to the NA World Services no later than **15 August 2011**. At that time you will be sent a **confirmation letter** that will include your table number. Upon arrival at the convention, you must bring your confirmation letter and temporary seller's permit issued by the California State Board of Equalization to the operations office at the convention center and you will be issued an approval certificate that will authorize your access to the alternative merchandise room subject to change beginning at 11:00 am on Sunday, 4 September 2011.

FACILITY REGULATIONS IN THE SAN DIEGO CONVENTION CENTER

Per SDCC facility regulations, you will only be allowed to hand-carry your goods into the facility if they can be carried by one person in one trip without the use of a handcart. (In other words, if you only have one small box, you can carry it into the SDCC.) All merchandise not meeting this requirement must enter through the loading docks and be handled by facility personnel. This means that if you have more than one box, you need to use the cartload service (see below). Violations of this rule will be viewed by the facility as a violation of their contract with NA World Services. Therefore, in order to limit NA World Services' liability, anyone violating these facility regulations will lose their right to sell in the store.

GETTING YOUR MERCHANDISE INTO THE STORE

Unless you can hand-carry your items into the facility in one trip, without a handcart, facility personnel must move all merchandise within the convention center. In order to accomplish this, we have contracted the services of a vendor that specializes in providing this service to conventions, GES Global Experience Specialists. GES will provide all material handling. *GES instructions are included in this packet.*

If you have more than one box that needs to go into the store, you must send it in one of three ways:

Cartload Service: If you are driving to the convention or carrying multiple boxes with you to the convention, you may deliver them directly to the loading dock at the convention center on Thursday, 1 September or Friday, 2 September from 12:00 pm to 2:00 pm. **No cartload service will be available on Saturday 3 September.** When you deliver these boxes to the loading dock, you must tell the GES staff that you are "electing to use the cart service." The cost is approximately \$75.00 to drop your merchandise at the dock, have GES store it on Friday/Saturday night, and then deliver it directly to the store on Sunday. Your boxes will be waiting for you at 11:00 am on Sunday (subject to change) at your designated table number when you enter Ballroom 6. There will be an additional cost of approximately \$75.00 if you have leftover merchandise that needs to be taken back out through the dock when the store closes. The same rules apply for removing your merchandise from the convention center. **If you have more than one box, you must use the cart service to get your boxes out of the SDCC.** *For detailed information about this service, please access the GES packet at. <http://marketing.ges.com/kits/25/1109/03950>*

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The application must be signed and returned to NAWs before **15 August 2011** to obtain an Approval Certificate.

(1)

Advance Shipment: Prior to 29 August 2011, you may opt to ship your merchandise to a warehouse where it will be stored and then delivered directly to the alternative merchandise store on Sunday, and placed at your assigned table. As you will see on the *Material Handling Order Form* in the GES packet that is attached, the charge is listed as \$112.50 (US) cwt. CWT means “per 100 pounds,” and there is a 100-pound minimum rounded up to the next 100 pounds. For example, if you are shipping 150-pounds of merchandise, the charge will be \$225.00 (\$112.50 x 2). If you are shipping less than 50-pounds, you will be charged the “small package” rate outlined below. *For more detailed information about this service, please access the GES packet at <http://marketing.ges.com/kits/25/1109/03950>*

(2)

(3) **Direct Shipment:** You may opt to ship your merchandise directly to the Convention Center where it will be stored and then delivered directly to the alternative merchandise store on Sunday, and placed at your assigned table. The charge for this is \$102.50 per cwt (100 pounds, with a 100-pound minimum). Direct shipments* will be received only Thursday, 1 September and Friday, 2 September from 8:00 am until 2:00 pm.

*This applies to shipments coming through a professional carrier (i.e., van-line, or overnight shipping service).

Small Package: If you are only shipping a couple of boxes via UPS or FedEx, you will not be charged a material handling fee like the advance or direct shipment rates describe above, based on a 100-pound minimum. Small package shipments apply to those that are, all together, less than 50 pounds total. The charge for this is \$45.00 for the first box and \$15.00 for each additional box. The items will still be stored and delivered to the alternative merchandise store on Sunday. *For more detailed information about this service, please access the GES packet at <http://marketing.ges.com/kits/25/1109/03950>.*

Because your merchandise will be stored by GES and delivered by them to the alternative merchandise store, it is very important to clearly mark your boxes. After we receive your signed agreement, you will be assigned a table number. That number must be written clearly on each of your boxes. There are labels included in the GES Packet. Please use these for your advance or direct shipment. You can also use these if you are bringing in your materials via cartload so that they are properly labeled.

CALIFORNIA REQUIRES SALES TAX ON MERCHANDISE

The State of California requires that you charge 9.75% sales tax on all sales. In order to sell merchandise in the alternative store, you must comply with this sales tax provision. You will need a temporary sales tax permit issued by the State Board of Equalization. Please open this link <http://www.boe.ca.gov/pdf/boe400spa.pdf> and fill out the California Seller’s Permit Application on pages 5 and 6. If you have questions regarding the seller’s permit, please call the information numbers listed on page 7 of the application document. If you reside outside the United States, you may provide a copy of your passport instead of the state ID. To find out where to send your California Seller’s Permit Application, please see page 3 of the application document.

Service bodies located outside of the United States can contact Johnny Lamprea directly at johnny@na.org in regards to obtaining their Seller’s Permits.

You must submit the application right away, as processing takes approximately two weeks from the date the application is received by the BOE.

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WCNA 34 Alternative Merchandise Letter of Agreement

to be completed by an officer of the area or region

Area or Regional NA Service Body Name _____

Address _____

City _____ State/Province _____

Country _____ Postal Code _____

Contact Name (person responsible at WCNA 34) _____

Contact Person's Phone Number (_____) _____

Service Body Chairperson's Name _____ Phone (_____) _____

Service Body Chairperson must read and complete the following:

I, _____, certify on behalf of (name of area/region) _____

Area/Region of Narcotics Anonymous that _____ (name of authorized representative) is authorized to sell our area/region's leftover merchandise in the WCNA alternative merchandise store on Sunday, 4 September 2011. This merchandise shall consist *solely* of leftover merchandise from:

Name of Event **Date(s) of Event**

_____	_____
_____	_____
_____	_____

[If additional events, please list on a separate sheet of paper and attach to this agreement.]

This merchandise consists of [please list t-shirts, coffee cups, hats, etc.]

1. _____
2. _____
3. _____
4. _____

[If additional items, please list on a separate sheet of paper and attach to this agreement.]

Continued on back page.

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I further certify that I am not granting authorization to a private vendor or producing or authorizing the production of merchandise for the sole intention of selling it at the world convention. I understand that the intention of Narcotics Anonymous World Services in providing this space for our area/region is for our area/region to recoup costs spent on producing merchandise for our area/regional event by giving us a space to attempt to sell that leftover merchandise.

Further, by signing below, I acknowledge that I accept full responsibility for adherence to all Sales Tax Laws of the State of California. I will complete and submit a California Seller's Permit Application (BOE-400-MT Rev 8 5-01) as issued by the California State Board of Equalization. **I accept full responsibility for the payment of any and all taxes to the State of California and release NA World Services of any and all liability.**

Further, I understand that our activities must comply with all facility and union regulations governing the San Diego Convention Center. I understand that final permission to sell merchandise is contingent upon providing NA World Services with a signed copy of this agreement before **15 August 2011**, bringing the Temporary Seller's Permit issued by the California State Board of Equalization to the operations office during the hours posted in the convention program, and obtaining an Approval Certificate from NAWS.

Signature of Area/Regional Chairperson or Officer

Date

Please Print Name and Position

(____) _____
Telephone Number

Send agreement form to Johnny Lamprea at johnny@na.org or you may fax to 818-700-0700

<u>OFFICE USE ONLY:</u>	
SPACE NUMBER _____	
VERIFIED WITH CHAIR	
_____ Staff Name	_____ Date

NA World Services reserves the right to ask any participating service body to remove any specific merchandise item(s) from their table.

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