



WHITE WING CHRISTIAN BOOKSTORE

Church of God of Prophecy

Author Participation Guidelines

International Assembly Author Book Display

1. Purpose

These guidelines establish the requirements, expectations, and procedures for authors affiliated with the Church of God of Prophecy (COGOP) who wish to have their books displayed and sold through White Wing Christian Bookstore during the International Assembly. The intent is to ensure a consistent, professional, and equitable process for all participating authors and to safeguard the integrity of the materials offered to Assembly attendees.

2. Eligibility

To participate, an author and the submitted work must meet each of the following requirements:

- **Membership and Affiliation.** The author must be a credentialed minister, member, or active participant of the Church of God of Prophecy in good standing.
- **Doctrinal Alignment.** The content of each submitted book must be consistent with the doctrine, values, and mission of the Church of God of Prophecy. The Bookstore reserves the right to decline any title that does not align with these standards.
- **Professional Production.** Books must be professionally printed, properly bound, and suitable for retail display. Self-published works are welcome provided they meet professional production standards.
- **Scannable Identifier.** Each title must carry a UPC barcode or ISBN on the back cover so that it can be scanned through the Bookstore point-of-sale system for accurate sales tracking.
- **Printed Retail Price.** A clearly printed or affixed retail price is required on every copy.
- **Language.** Works submitted in English or Spanish are accepted; other languages will be considered on a case-by-case basis.

3. Submission and Approval

Participation is by approval only. The process is as follows:

- **Registration.** The author must complete and submit the COGOP Author Registration Form prior to the Assembly submission deadline communicated by the Finance & Administration Office.
- **Sample Copy.** A sample copy of each title must be provided for review at the time of registration.
- **Review and Confirmation.** The Bookstore will review submissions for eligibility and notify the author of acceptance, requested adjustments, or non-acceptance.
- **Final Inventory Confirmation.** Once approved, the author will confirm the final quantity of books to be delivered for the Assembly.

4. Consignment and Revenue Split

All approved titles will be sold through White Wing Christian Bookstore on a consignment basis under the following terms:

- **Author Share.** The author will receive sixty percent (60%) of the retail price for each copy sold.
- **Bookstore Share.** White Wing Christian Bookstore will retain forty percent (40%) of the retail price to cover handling, point-of-sale processing, display, staffing, and reporting.
- **Sales Channel.** All retail sales of consigned titles during the Assembly will be processed exclusively through White Wing Christian Bookstore. Authors are not permitted to conduct independent cash or card sales of consigned inventory inside the designated Bookstore display area.
- **Discounts and Promotions.** Any promotional discount, bundle, or markdown applied to a consigned title will be coordinated in advance with the author. The author share will be calculated against the actual sale price.

5. Pricing and Inventory

- **Retail Pricing.** Authors are responsible for setting the retail price of each title. Pricing should reflect comparable market value and remain consistent across all units delivered.
- **Inventory Quantities.** Suggested inventory quantities will be communicated based on display capacity and historical demand. The Bookstore reserves the right to adjust accepted quantities to ensure adequate space for all participating authors.
- **Inventory Records.** A signed inventory receipt will be issued upon delivery, documenting the quantity received for each title.

6. Author Responsibilities

- **Timely Delivery.** Deliver all approved inventory in person to White Wing Christian Bookstore prior to the opening of the exhibition hall and within the timeframe communicated by the Bookstore.
- **Clear Pricing.** Ensure each book carries a clearly printed or affixed retail price.
- **Accurate Contact Information.** Provide complete and accurate contact and payment information at the time of registration to ensure timely settlement.
- **Transportation and Customs.** Cover all costs and arrangements associated with transporting inventory to and from the Assembly, including any travel, freight, and customs costs where applicable.
- **Conduct at the Display.** Authors are welcome to visit the display, sign books for purchasers, and engage with attendees in a manner consistent with the values of the Assembly. Author signings will be coordinated through the Bookstore staff.
- **Post-Assembly Pickup.** Collect all unsold inventory in person at the conclusion of the Assembly in accordance with Section 9. The Bookstore does not ship unsold copies to the author.

7. Bookstore Responsibilities

- **Designated Display.** Display all approved titles in a designated Church of God of Prophecy Authors section during the Assembly.
- **Point-of-Sale Processing.** Process all sales through the Bookstore point-of-sale system and maintain accurate, itemized sales records for each participating author.
- **Stewardship of Inventory.** Exercise reasonable care in the handling and display of consigned inventory throughout the Assembly.
- **Reporting.** Provide each author with a written sales report following the Assembly, detailing units sold, retail price, and the calculated author share.
- **Payment.** Issue payment to the author in accordance with Section 8.

8. Payment and Reporting

- **Reconciliation Period.** Sales will be reconciled following the close of the Assembly. The Bookstore aims to issue final reports and payments within sixty (60) days of the close of the Assembly, subject to the completion of accounting close-out procedures.
- **Payment Method.** Payment will be issued by check or electronic transfer using the contact and banking information provided by the author at registration. Authors are responsible for any fees or taxes assessed by their financial institution or jurisdiction.
- **Tax Documentation.** Where required by law, the Bookstore will request applicable tax documentation prior to issuing payment.

9. Unsold Inventory

- **Author Pickup.** Authors must collect all unsold inventory in person at the conclusion of the Assembly within the time window communicated by the Bookstore. All books are brought to the Assembly by the author and must be taken back by the author at the close of the event.
- **Abandoned Inventory.** Inventory not collected within the communicated timeframe may be disposed of at the Bookstore's discretion.

10. Marketing and Promotion

- **Bookstore Promotion.** The Bookstore will identify the COGOP Authors section through a single section sign and may feature participating titles in routine Assembly communications at its discretion. Individualized signage for authors or specific titles is not provided.
- **Author Promotion.** Authors are encouraged to promote their participation through their own channels and to direct purchases to White Wing Christian Bookstore during the Assembly.
- **Use of Marks.** Use of Church of God of Prophecy or White Wing Christian Bookstore names, logos, or marks in author marketing requires prior written approval.

11. Conduct, Compliance, and Liability

- **Standards of Conduct.** All participating authors are expected to conduct themselves in a manner consistent with the values, mission, and standards of the Church of God of Prophecy throughout the Assembly.
- **Risk of Loss.** While the Bookstore will exercise reasonable care, it does not assume responsibility for loss or damage to consigned inventory arising from theft, accident, or causes outside its reasonable control. Authors are encouraged to maintain appropriate insurance coverage where desired.
- **Removal of Titles.** The Bookstore reserves the right to remove any title from display at any time if concerns arise regarding content, quality, or compliance with these guidelines. The author will be notified of the reason and the affected inventory will be made available for return.
- **Amendments.** These guidelines may be updated by the Finance & Administration Office. The version in effect at the time of registration will govern the author's participation in that Assembly.

12. Acknowledgment

Submission of the COGOP Author Registration Form constitutes the author's acknowledgment of and agreement to abide by these Author Participation Guidelines.

13. Goal

The goal of this initiative is to highlight and promote the voices of Church of God of Prophecy authors while providing Assembly attendees with access to resources written by leaders and members within our fellowship.

Contact

For questions regarding these guidelines, the registration process, or post-Assembly reporting, please contact the Church of God of Prophecy Finance & Administration Office or White Wing Christian Bookstore management team.