

## CCAR Press Author Events Guide

CCAR Press is pleased to assist with organizing book events, first by finding the right program for your community. We work together to determine the best model for you. We then connect you with the author(s) you'd like to host, with whom you can discuss specific details about the visit. We can help by providing promotional materials for use within your community. There are generally no fees to CCAR Press aside from book purchases. For in-person events, communities can purchase copies of books on invoice.

### How to schedule an event

1. Contact [bookevents@ccarpress.org](mailto:bookevents@ccarpress.org) with details about your proposed event. Include the author(s) you are interested in bringing to your community, which book(s) you want to highlight, your preferred event format, etc.
2. We will connect your community with the author(s).
3. Your community and the author(s) should then discuss details. This conversation should include a discussion of an honorarium, any travel costs, etc., if applicable.
4. Once the date is determined, please let CCAR Press know. At that time, we can help with marketing materials for your community and schedule cross-promotion on CCAR social platforms, if applicable.
5. For in-person events, communities can purchase discounted copies of books on invoice. For online events, we offer a special discount code for 20% off the book's retail price for program participants.

### How to purchase discounted books

Communities receive a 40% author event discount. Please contact [bookevents@ccarpress.org](mailto:bookevents@ccarpress.org) and we will directly help coordinate your order with our warehouse (the Chicago Distribution Center). If you would like a sales quote that includes shipping costs before placing the order, please let us know. We will copy you on all correspondence.

- Please note that domestic and Canadian shipments should be received in five to ten business days, with some exceptions for particularly large orders. However, **please order no less than three weeks in advance of your event to ensure that books will arrive in time.** We cannot guarantee books will arrive before your event for orders placed later. International shipments will arrive in four to eight weeks.
- Rush orders may be placed. Rush orders receive processing priority and should be shipped the evening the order is placed, if the order size permits. There is a \$5 fee. Rush orders must be placed before 11:30 a.m. Central Time. Please inform us if you would like to place a rush order.
- To check on the status of an order, please contact both [bookevents@ccarpress.org](mailto:bookevents@ccarpress.org).

# CCAR Press



CENTRAL CONFERENCE OF AMERICAN RABBIS • Since 1889

- Many of the communities that we work with choose to sell the copies at the full retail price to serve as a small fundraiser. You can also sell them at the discounted price you purchased them for.
- You should receive an invoice via email when the order ships. Payment is due within thirty days of the invoice date.
  - Credit card payments can be made by calling the distribution center's credit and collections team at (800) 521-8412. There is a 3 percent convenience fee charged on credit card payments.

- Check payments can be sent to:  
CCAR Press Customer Service  
Chicago Distribution Center  
11030 South Langley Avenue  
Chicago IL 60628

Please make checks payable to the Chicago Distribution Center.

- Electronic fund and wire transfer payments should be directed to:  
The Northern Trust  
50 South LaSalle  
Chicago IL 60670

Account number: 28509  
Routing number: 071000152

- Unsold copies may be returned to our distribution center for a credit, as long as they are in brand-new condition. Your community will have to pay for any return shipping costs. Please include your original shipping invoice as a reference with the return. The returns address is:

CCAR Press Customer Service  
Chicago Distribution Center  
11030 South Langley Avenue  
Chicago IL 60628