



NEW VENDOR PROTOCOL

STRUCTURE

◆ The National Office handling new book vendor review is located in Bloomfield, New Jersey. One of the purposes of this National Office is to negotiate the best terms for a new title(s) and determine if it merits regional buyer review.

◆ There are nine regional offices, each with a regional buyer. If the National Office approves a new vendor's title, the regional offices will be forwarded the product details. Each regional office will then have the opportunity to decide if they would like to buy the new title offered or decline the offer.

PROCEDURE

- o Review the purchasing agreement.
- o Fill out the Book Publisher Information Form completely.
- o The completed Book Publisher Information Form & signed Publisher Purchasing Agreement may be faxed first to (770-863-9001). Original copies should then be mailed along with a:
 - ◆ sample copy or cover of the title(s) being solicited.
 - ◆ current catalog or sell-sheet (if available)
 - ◆ copy of your co-op or marketing allowance policy
 - ~ If you do not have a co-op or marketing allowance policy be sure to advise us in your mailing.
 - ◆ Please note: samples will NOT be returned
 - ◆ The National Office will respond via email/fax on whether the title has been approved to send to the regional buyers for review.
- o If approved, the return communication will detail the procedures in getting copies to our regional buyers.
- o The regional buyers will then decide if they would like to distribute the title in their particular region.
- o If the regional buyer(s) is interested in taking the title, they will be responsible for coordinating the regional set-up process with the new vendor, which may entail local stipulations and/or set up fees.



STANDARD TERMS

Listed below are the standard basic terms. The detail required of new vendors to gain **Preferred Supplier** status in our National Vendor Book is outlined in our Book Publishers Agreement Form. **Preferred Suppliers** are those companies we pro-actively seek out when searching for a niche to fill, a customer request or a major promotional event. If a company should exceed any of these standard terms, they will be labeled as a **Gold Preferred Supplier**. A **Gold Preferred Supplier** is pro-actively sought for promotional events, customer requests and is considered for a more frequent general distribution (including plano-gram slots, if available). If a company should not meet all of these standard criteria, they will not be given either **Preferred Supplier** or **Gold Preferred Supplier** designation, but will be included in our National Vendor book for reference purposes in case the need arises to take product from the line.

The News Group services retailers throughout the entire United States and Canada. We have nine regional book buyers who coordinate orders and promotions for their region's chains. Once a vendor is approved through the National Office, the completed vendor form is given to our regional buyers for their records and review.

We expect to be given at least the same terms as our wholesale competitors.

In order to be considered for a TNG National Vendor you must have at least of 5 titles currently in print** and agree to our minimum terms of sale, which are:

- o 55% discount (60% calendar and non-book products)
- o Everyday products -Net 120
- o Seasonal Products (Easter, Christmas, Halloween, Back-to-School) – Net 150
- o Calendars – Net –March of the subsequent year
- o Free Freight
- o All temporary and / or permanent fixtures provided or funded by the publisher
- o 100% returnability - without prior authorization
- o Mass Market Books and calendars must be either stripped cover or affidavit return

**TNG does not purchase self published or print on demand titles, regardless of the number of titles currently in print

We will review titles that are outside of these terms as well; the supplier must clearly indicate the exceptions in writing. Please complete both the Book Publishers Agreement and the Book Publisher Information Form and mail it along with the information outlined under New Vendor Protocol – Procedure (found on page #1 of this document, to our Bloomfield, NJ offices. You will be notified via email or fax of our decision regarding the submission.

Mailing Address: THE NEWS GROUP
13 Summit Ave.
Bloomfield, NJ 07003
Attention: New Vendor Review