

**Instructions for selling at the
WCNA 37 ALTERNATIVE MERCHANDISE STORE
READ CAREFULLY!**

WHO CAN SELL?

NA World Services (NAWS) provides an alternative merchandise store as an opportunity for groups, areas, regions, and zones to sell their **leftover merchandise**. The sole purpose of the store is to provide these groups/service bodies an opportunity to sell merchandise they produced for an event and were not able to sell at that time. **No private vendors are permitted to sell in the alternative merchandise store.** We will not accept letters from groups/service bodies authorizing private vendors to sell merchandise at this store, as that is not its purpose. This store will be located in the Orange County Convention Center (OCCC) Exhibit Hall WD2 on Sunday, 2 Sept 2018, from 8:00 am until 10:00 am. (Doors will open for set up at 7:00 am)

YOU MUST OBTAIN AN APPROVAL CERTIFICATE

Those wishing to sell in the store must register by completing and submitting the WCNA 37 Alternative Merchandise Letter of Agreement. The completed Letter of Agreement must be returned to NA World Services no later than 10 August 2013. At that time, you will be sent a confirmation letter that will include your assigned table number. Upon arrival at the convention, you must take to the WCNA Operations Office (**OCCC Room West 315**) your confirmation letter and a copy of the filled-out Florida Department of Revenue DR15 Sales and Use Tax Return form (see below) There, you will be issued an approval certificate that will authorize your access to the alternative merchandise room in Exhibit Hall WD2 at 7:00 am on Sunday, 2 September 2018.

SALES AND USE TAX RETURN FOR THE STATE OF FLORIDA

Groups/service bodies selling alternative merchandise at the convention will be responsible for paying sales tax on the items you sell. The State of Florida sales tax is 6%, and Orange County has a .5% sales tax, so after the convention, you will have to pay 6.5% of your total sales in taxes. Sellers will be registered for a special event sales tax only for the month that the event is held, and can only sell merchandise for that period. **To obtain the DR15 form, call the Florida Department of Revenue, Orlando Division at 407.648.2905 at least three weeks before the event.** Indicate that you are selling merchandise at WCNA 37 at the Orange County Convention Center on Sunday, 2 September 2018. The department will collect the business (or individual) name, address, phone number, and employer identification number (EIN—a number assigned by the Internal Revenue Service to entities conducting business in the United States) or social security number (if an individual), and send a blank form to you.

In order to receive your approval certificate from NAWS, you must complete all fields on the form (except for your final sales data, which you will not have until after the alternative merchandise sales), and present the form, along with your confirmation letter, at the WCNA Operations Office (**OCCC Room West 315**). There is no other pre-registration needed. There will not be any documentation from the State of Florida or Orange County given to the sellers for display or verification onsite at the event. That means we really cannot verify that anyone actually called and gave their information.

**** THIS IS NOT A PERMIT TO SELL YOUR MERCHANDISE AT THE WCNA ALTERNATIVE STORE. ****

The application must be signed and returned to NAWS before **15 August 2018** to obtain an approval certificate.

Service bodies located outside of the United States cannot receive the DR15 Sales and Use Tax Return form because they don't have an EIN (a number assigned by the Internal Revenue Service to entities conducting business in the United States) or a social security number (if an individual). Because of this, service bodies located outside of the United States will be asked to pay their sales tax to NAWS at the end of the Alternative Merchandise Store, and NAWS will then pay the taxes received from the service body to the State of Florida.

MATERIAL HANDLING REGULATIONS IN THE OCCC

Per OCCC 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 moderately-sized box, you can hand carry it into the OCCC.) All merchandise not meeting this requirement must be brought into the OCCC through the loading docks and handled by Freeman facility personnel, the material handling vendor we have contracted with to provide this service in the OCCC. This means that if you have more than one box, you need to use the cartload service or advance direct shipment 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.

If Freeman will be handling your boxes, you must clearly mark each box with your assigned table number and the name of your group/service body.

GETTING YOUR MERCHANDISE INTO THE ALTERNATIVE STORE

Freeman will provide all material handling. Their specific instructions and related materials are included with this informational packet. If you have more than one box that needs to go into the alternative merchandise store, it must be handled in one of two ways:

1. Cartload Service

Merchandise must be taken to the OCCC loading docks, where Freeman personnel will be available.

Cartload Service Fee: \$95.00 per trip, with payment due prior to service performed. See the onsite Freeman representative. Service available only on Friday, 31 August, 8:00 am-12:00 pm.

2. Advance Shipment of Materials to Freeman Advance Warehouse

Shipments sent through a professional carrier (i.e., package or overnight delivery service, van-line, etc.) will be stored by Freeman and delivered by them to the alternative merchandise store. You must clearly mark each box with your assigned table number and the name of your group/service body.

Advance Shipment/Storage/Delivery Fee: \$129.00/cwt (CWT=per 100 pounds), and there is a 100-pound minimum. Weights are rounded up to the next 100 pounds.

For more detailed information about requesting this service, please contact a FREEMAN representative from the Exhibitor Services Department at 407.816.7900 or FreemanOrlandoES@freeman.com and refer to WCNA 37 at the Orange County Convention Center, Orlando, Florida, 2 September 2018 so you can register with Freeman to receive the kit to ship your merchandise to the OCCC.

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**WCNA 37 Alternative Merchandise
Letter of Agreement**
to be completed by an officer of the group or service body

Please e-mail this completed letter of agreement to Johnny Czifra at johnny_c@na.org or for more information call him at 818-773-9999 x 180. Once we receive your completed letter of agreement, we will e-mail your table number and more instructions.

Group/Service Body Name _____
Address _____
City _____ State/Province _____
Country _____ Postal Code _____
Contact Person (person responsible at WCNA 37) _____
Contact Person's Phone Number (_____) _____
Contact Person's Email Address _____
Group/Service Body Chairperson's Name _____ Phone (_____) _____
Group/Service Body Chairperson's Email Address _____

Group/Service body chairperson must read and complete the following:

I, _____, certify on behalf of (name of group/service body) _____ of Narcotics Anonymous that _____ (name of authorized representative) is authorized to sell our group/service body's leftover merchandise in the WCNA alternative merchandise store on Sunday, 2 September 2018. 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.]

I further certify that I am not granting authorization to a private vendor or producing or authorizing the production of merchandise for the sole purpose of selling it at the World Convention of NA. I understand that the intention of Narcotics Anonymous World Services in providing this space for our group/service body is for our group/service body to recoup costs spent on producing merchandise for our 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 Florida and Orange County. I will complete and submit an DR15 application to pay the sales and tax to the State of Florida and the County of Orange. **I accept full responsibility for the payment of all taxes to the State of Florida and Orange County, 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 Orange County 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 2018**, and submitting to the World Convention Operations Office (Room West 315 in the 3rd Level of the OCC) a copy of the State of Florida Sales and Use Tax Form DR15 that you received from the Florida Department of Revenue via e-mail, during the hours posted in the convention program, and obtaining an approval certificate from NAWS.

Signature of Group/Service Body Chairperson or Officer

Date

Please Print Name and Position

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

Narcotics Anonymous 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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