**2024 Annual Vendor Partner Fee Agreement**

YES! My company would like to partner with the Independent College Bookstore Association. I am submitting an Annual Vendor Partner (AVP) Program proposal for consideration & agree to submit payment as detailed below once approved.

Date

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Company Information

COMPANY

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CORPORATE BILLING ADDRESS

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|  |

City ST ZIP Country

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Primary Contact Information

Name

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Title

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phone Cell

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Email

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**Complete & submit the following AVP Proposal documents:**

* AVP Annual Fee Agreement – page 1-2
* AVP Terms & Conditions Profile – page 1-3
* AVP Code of Conduct – page 1

**Please submit forms to:**

[DeniseWalsh@ICBAinc.com](mailto:DeniseWalsh@ICBAinc.com)

[MitchellPreske@ICBAinc.com](mailto:MitchellPreske@ICBAinc.com)

**For payment & invoicing, contact:**

[Office@ICBAinc.com](mailto:Office@ICBAinc.com)

800-888-9222

Independent College Bookstore Association

134 N. LaSalle Street, Suite 225

Chicago, IL 60602

Amount Due (Select 1)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Program Period** | **Cost** |
|  | 2024 AVP Participation Fee | Through 1/31/2025\*\* | $ 895 |
|  | 2024 AVP Participation Fee ***Premier\**** | Through 1/31/2025\*\* | $1,695 |

\*Benefits defined on page 3, limited space available.

\*\*Pro-rated fees may be applied for mid- or late-year program introductions. New program launch dates are subject to approval by ICBA; blackout periods are imposed during select times of the year.

**Payment Method**

An invoice for your AVP Agreement Fee will be processed once all AVP Program paperwork is accepted and approved by ICBA, and prior to AVP Program launch. Net 30 terms.

|  |
| --- |
| Credit card – call 800-888-9222 to process your payment. |
| Please email an invoice. |

**Questions? Contact:**

A picture containing person, person, smiling, wall

Description automatically generated



Denise R. Walsh Mitchell Preske

Vice President of Programs & Services Vendor Programs Manager

P: 630-240-8882 P: 312-767-5506

[DeniseWalsh@ICBAinc.com](mailto:DeniseWalsh@ICBAinc.com) MitchellPreske@ICBAinc.com

AVP Program Support & Expectations

**ICBA Exclusive Offer/Preferred Terms**

In addition to the AVP Participation Fee, Vendors are required to create an offering that consists of a specific benefit exclusive to ICBA Member Stores. Our most successful AVP Programs offer preferred pricing and/or special terms to ICBA Member Stores consistent with the aggregated buying power of the Membership.

**Rebate Requirements**

AVPs are expected to support ICBA with negotiated annual rebates on Member purchases. These rebates help support valuable education, networking, & research for our Member Stores throughout the year. By accepting Membership in ICBA, each of our Member Stores has designated ICBA as their chosen recipient of all negotiated rebates. If an ICBA Member is affiliated with other buying groups or associations, the annual rebate payment on ICBA Member purchases is due in its entirety to ICBA.

Your company’s sales report of Member purchases is due to ICBA no later than March 16 of the following year and is based on a calendar year’s net purchases by ICBA Member Stores. The AVP program year is February-January; however, rebates are paid on a calendar year cycle.

I acknowledge & accept that rebates shall be paid in their entirety to ICBA no later than May 1 annually.

**YES**, I agree to offer a      % rebate, payable to ICBA, on total ICBA Member net purchases made during the prior calendar year.

**Report Purchases for Each ICBA Member Store**

To evaluate the success of your AVP program and to calculate applicable annual rebates, all companies must provide annual reporting to ICBA on all ICBA Member purchases.

* All AVPs are **required** to report net purchases by individual Member location.
  + ICBA provides a reporting template identifying the ICBA Member and institution served.
* The report is based on calendar year net purchases, January 1 through December 31.
* The report is due to ICBA by March 16, invoices will be sent by ICBA April 3, with rebate payment due by May 3, 2025.
* If report is **not** received by the deadline, ICBA will invoice a rebate amount based on the Vendor’s specific three-year sales report rebate average. If no Vendor data is available, then the average rebate amount of your product category will be applied.
* Failure to submit reporting may jeopardize your AVP partnership.

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| **Approval & Agreement to AVP Fee & Support Requirements** | | | |
| **Signature** |  | **Date** |  | |
| **Name (print)** |  | **Title** |  | |
| **Signer’s Phone** |  | **Email** |  | |
| **Approved & Accepted by ICBA** | | | | |
| **Signature** |  | **Date** |  | |
| **Name (print)** |  | **Title** |  | |

**Annual Vendor Partner Benefits**

ICBA offers different levels of partnership based on your goals in support of ICBA Members. The following chart outlines benefits for participating AVPs based on levels of engagement and support.



**Annual ICBA Conference & PRIME*time* Event**

The ICBA Conference & PRIME*time* event is an essential element in developing relationships with ICBA Member Buyers. Face-to-face meetings are pre-scheduled with all Buyers registered in your product category/Track. Exhibitor registration fees directly support education & networking opportunities for our Buyers, many of whom receive scholarships to offset the cost of attending the event. Registration, event details, & sponsor opportunities are available at [ICBAinc.com](https://icbainc.com/conference/). All AVPs will be notified as information becomes available.

Premier AVPs who participate in the annual ICBA Conference & PRIME*time* event receive additional benefits outlined here:

