



A-Cappella.com - PO Box 159 - Southwest Harbor, ME 04679
800-827-2936 – www.a-cappella.com

Consignment Terms, Policies, and Procedures

A-Cappella.com, Inc. offers CDs and DVDs for consignment sale through our website and by phone or mail order. We accept submissions of CDs/DVDs that have been professionally produced and recorded, and manufactured in accordance with industry standards. Submissions will be reviewed by members of our staff, and approved or rejected based solely on the opinions of our staff. We normally review a submission and make a decision within 30 days of receiving the CD/DVD.

Some general guidelines:

- A-Cappella.com is a source for recordings of **vocal ensemble music**. The company's focus has historically been on the sale and promotion of **unaccompanied** vocal music. Beginning in January of 2008, this focus has been expanded to include more **accompanied** vocal music, both in the recordings and the sheet music we include in our catalog. We invite submissions of recordings with some accompaniment, although the voices of the singers should be predominant. Single-voice recordings are also acceptable, whether accompanied or unaccompanied.
- A-Cappella.com is a web site that is open to people of all ages. **We will reject any submission that contains sexually explicit material, material that seeks to demean any other person or group of persons, material that is deemed inappropriate for children, and/or material that is deemed offensive in any way.**
- A-Cappella.com carries in its catalog many recordings by religious groups, and sells sheet music and music books of a religious nature, in addition to selling secular recordings and sheet music. We are not associated with, or connected to, any religious organization in any manner, other than the business relationship that exists between a buyer and a seller. We invite submissions from any and all groups, without regard to their religious or spiritual belief. **Submissions of a religious nature are accepted or rejected based solely on their musical merit and the opinion of our staff as to their market viability.**

Basic Consignment Agreement (for all groups within the USA, except college and high school a cappella groups)

Upon acceptance into the catalog, the following will apply:

A-Cappella.com will offer your product for sale on our e-commerce web site. Your product's web page will include a scanned image of your CD or DVD cover, a complete song list, and **30-second MP3 audio sample files** of 1 or more songs from your CD. We may also include promotional text provided by you, text from

the liner notes of your CD, and information about your group taken from other sources. We will feature your CD for a limited time in the "New Products" department on our web site. If your group has a web site, we may include a link to your site on the product page. We can also provide you with a link that will take your visitors directly to your product on our website.

We request one (1) free copy of the CD for graphics and audio encoding purposes, and in most cases we'd like to start off with no more than 10 CDs to sell (due to space limitations on our shelves). You are responsible for shipping charges incurred in sending the CDs to our store in Maine.

The retail list price of your CD or DVD, when sold on consignment, is up to you. The price should, however, be comparable to that at which you sell your product through other outlets. We may choose to include your CD or DVD in a promotional sale, for a limited time, and sell it at a discount of no more than 20% off of the retail list price. You will receive **60% of the actual selling price per item sold**, with checks sent every 3 months, for products sold during the preceding 3-month period. Checks are usually mailed during the first week of January, April, July, and October.

Pricing and payment terms for consignment products carried in our catalog prior to January 1, 2008 may differ from those in the preceding paragraph. Some products are still scheduled for a "flat-rate" payment per CD or DVD sold. **Beginning on January 1, 2009, all consignment products will be subject to the agreement listed in the preceding paragraph.** If you wish to remove your product from our catalog based on this new pricing/payment formula, please contact us before December 31, 2008 and we will return your consignment products to you and remove them from the catalog.

College and High School Consignment Agreement (USA only)

Terms for student-run, non-profit, "college a cappella" and "high school a cappella" groups vary from the Basic Consignment Agreement in one respect only. A-Cappella.com will, as a way of promoting music in the schools, **retain 33% of the actual selling price per item sold**, instead of the 40% we retain for non-college/high school groups, and remit the remainder to the current representative or business manager of the college or high school group. College and high school products that are currently in our catalog are subject to a policy whereby A-Cappella.com retains \$5 per CD or DVD sold, regardless of the selling price. **Beginning on January 1, 2009, all college and high-school products will be subject to the new "33%" payment terms.** If you wish to remove your product from our catalog based on this new pricing/payment formula, please contact us before December 31, 2008 and we will return your consignment products to you and remove them from the catalog.

Consignment Agreement for Groups Located Outside the USA

Consignment terms for CDs and DVDs from outside the USA must take into account the extra cost of importing the CDs and licensing the songs for sale in the USA, if the songs are protected under US Copyright Law. These terms will be negotiated on a case-by-case basis with the individual groups.

Shipping Guidelines for Suppliers/Groups

When shipping CDs to us for resale, PLEASE take care to package them carefully.

DO - Pack product tightly, with limited movement possibilities. If possible, product should not touch the sides of the box, minimizing "crunching" in transit.

DO - Pack empty spaces with newspaper, bubble wrap, or Styrofoam peanuts.

DO NOT put product on the ends of the package with empty space in the middle. This INVITES "crunching."

DO - Include a paper invoice in the package. If we do not have an invoice, we cannot guarantee that you will be paid. If you are on a consignment basis, please include a printed copy of the purchase order or email from us requesting product.

A-Cappella.com Contact List

The staff at A-Cappella.com consists of 3 people at this time. We'd love to hear from you, so feel free to email or give us a call!

Accounts Payable/Receivable - Jay Emlen jay@a-cappella.com

Customer Service - Tresa Maxim tresa@a-cappella.com

Everything Else - Doug Gray, Pres. doug@a-cappella.com

You can always contact us via phone or fax as well:

Inside North America – Toll free 1-800-827-2936

Outside North America – 01-207-244-7603

Via Fax – 207-244-7613

Visit us online at www.a-cappella.com

FREQUENTLY ASKED QUESTIONS

Where do I send my CDs?

For initial consideration, send them to:

Submissions

A-Cappella.com, Inc.

PO Box 159

Southwest Harbor, ME 04679

What can I do to help sell more CDs?

Here are some suggestions based on previous successes:

- Add a link from your web page to the specific spot on our e-commerce site where your CD is listed. If your group has multiple CDs we can create a special page on our e-commerce site that has your picture, a brief bio, and all the products we sell by your group.
- Submit your CD for awards – specifically, the Contemporary A Cappella Recording Awards (CARAs). See <http://www.casa.org/programs/cara/caras.html> for details.
- Get your CDs on the radio! CASA maintains a list of a cappella radio shows around the world that would love to play your music. See the list here: <http://www.casa.org/djlist/index.html>. Send those DJs some promo copies to gain exposure.

Why you should let A-CAPPELLA.COM sell your album:

- **Great customer service** – We have friendly, knowledgeable people selling your products, communicating with your fans and customers and keeping them happy, so they stay happy with you.
- **25,000+ global customers** – A-CAPPELLA.COM has connected with money-spending a cappella fans who have never even heard of your group, but may be interested in your music. These include a cappella CD collectors you'll probably never reach... like the Japanese gentleman who's spent more than \$8,000 with us over the years!
- **20,000+ email subscribers** who look forward to hearing about the latest in vocal music from us.
- **5,000+ web visitors/day** looking for what's new in a cappella.
- **Available online 24/7/365**, available in person Monday thru Friday, 9am-5pm.
- **Prompt response** – with over \$100,000 in inventory and three full-time staff members, orders are filled promptly, typically no later than the next business day after orders are placed.
- **Comprehensive marketing** online with scans, song lists, reviews and MP3 files.
- **One-stop shop** – Customers like being able to buy CDs from many groups, along with sheet music and accessories, all in one order, to save time and avoid multiple shipping charges..

We strive to maintain a positive and open relationship with all our suppliers. If you ever have any questions about how we do things, or just want to get in touch, please feel free to contact us.

Doug Gray, Pres.

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