



March 13th, 2009

General Guidelines for Author Event Orders

Macmillan ships all trade, mass market and audio products free freight to destinations within the United States, including titles ordered for author events that meet our free freight requirements. When customers request expedited shipping or shipping outside of our normal cycle, the customer will be charged for the cost of shipping. Reasons for expedited shipping or shipping out of cycle can vary widely, but many are in connection with author events. Here is contact and ordering information to keep in mind that should help you achieve timely delivery as well as free freight for your event:

- 1) When author events are arranged by our publicity departments, Macmillan will ship orders for those events free freight and in time to be received as required in connection to the event **so long as the bookseller places the order at least three weeks in advance** of the "receive-by" date for the event. Customers should work in conjunction with the appropriate author event contacts at Macmillan when planning and placing orders for author events arranged by our publishers. Author event contacts are:

St. Martin's Press Events: Torie Hajdu, tel: 646-307-5566, torie.hajdu@stmartins.com

Tor Events: Alexis Saarela, tel: 646-307-5406, alexis.saarela@tor.com

Holt Adult Events: Donna Holstein, tel: 646-307-5286, donna.holstein@hholt.com

Holt Children's Events: Caroline Sun, tel: 646-438-6188, caroline.sun@macmillan.com

FSG Adult Events: Brian Gittis, tel: 212-206-5328, brian.gittis@fsgbooks.com

FSG Children's Events: Jennifer Doerr, tel: 212-206-5367, jennifer.doerr@fsgbooks.com

Roaring Brook: Jennifer Doerr, tel: 212-206-5367, jennifer.doerr@fsgbooks.com

Feiwel & Friends / Square Fish Events: Caroline Sun, tel: 646-438-6188, caroline.sun@macmillan.com

Bloomsbury/Walker Adult Events: Ilya Khodosh, tel: 646-307-5078, Ilya.Khodosh@bloomsburyusa.com

Bloomsbury Children's/Walker Children's Events: Deb Shapiro, tel: 646-438-6070,
deb.shapiro@bloomsburyusa.com

First Second: Gina Gagliano, tel: 646-307-5388, gina.gagliano@firstsecondbooks.com

Rodale Events: Beth Tarson, tel: 212-808-1684, btarson@rodale.com

- 2) For events arranged *independently* of our publicity departments, customers should email orders to their rep or call MPS Customer Service (tel: 888-330-8477).
 - a) Customers should submit orders at least three weeks in advance of the "receive-by" date to guarantee free freight on that order.
 - b) For orders placed less than three weeks before the "receive-by" date, customers will be charged the cost of freight since expedited shipping or special handling may be required. Therefore, we strongly encourage you to plan any author events you set-up on your own to allow at least a three week lead time for your orders. We are supportive of accounts setting up local events but also look for them to fit into our general workflow so all orders may ship in a timely fashion. **To place author event orders that fall within the three week window, call or email the appropriate events contact (see above) or Dyanna White (dyanna.white@macmillan.com; ph 646-307-5348) in the Sales Department.**

Thank you in advance for your understanding and for helping us to do the best job that we can for you.