

Disney Book Group 2017 Wholesale Co-op Policy

General Terms & Requirements: This policy pertains to all frontlist and backlist titles published by The Disney Book Group (Disney Press, Disney Editions, Hyperion Books for Children, Kingswell, Marvel Press, Disney Lucasfilm, Freeform and Jump at the Sun). Only wholesalers in good credit standing may participate. The customer must have advance authorization from a sales representative of the company with a signed contract before the ad or promotion is run.

All requests for credit must be made within 90 days of the ad or promotion, accompanied by proper documentation. The co-op plan year runs January 1, 2017 through December 31, 2017. Any unspent monies cannot be carried over into the following year. All requests for coop monies must be received prior to October 31. All policies are subject to change without prior notice.

Wholesale Co-op: The wholesale coop pool is based on 1% of previous year's net purchases of Disney Book Group titles made on a returnable basis directly from Disney Book Group. "NET" is used as both less discount and less returns.

How Claims are to be Submitted: Within 90 days of the ad or promotion date, send a copy of the approved contract and supporting documentation (outlined below) to: **Co-op Advertising Coordinator, Hachette Book Group, 1290 Ave. of the Americas, New York, NY 10104**. Customers should assign a specific claim number to a contract and to the request for co-op reimbursement. Reimbursement of co-op claims will appear on the customer's statement and will be identified as "co-op". A credit memo will not be sent to the customer. **No deductions may be made from invoices or statements**. When a title is advertised with other publishers' books, we will issue a credit for its proportionate share only. We will issue credit of 100% of the actual documented costs of an ad or promotion not to exceed the approved contract amount.

The following documentation is necessary for proof of performance:

For catalogs, etc., the claim must be accompanied by a copy of the actual catalog and the wholesaler's statement as to the number of catalogs and the actual net cost of the advertisement of the book within. For online advertising, a printed copy of the page view must be submitted with the claim. Credit for catalogs, brochures, newsletters, etc., will be for the proportionate share of the printing costs.