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CBE is happy to send you resources—including bookmarks, catalogs, conference fliers, books, brochures, articles, and CBE journals—to distribute at your meetings. If you need any of these resources, please contact CBE a minimum of 10 business days before your event. While CBE provides resources, journals, materials and promos, we may ask that chapters pay shipping costs.

Selling CBE Merchandise

- Chapters may sell items at CBE's online price (if applicable) or at any discount you choose. CBE recommends selling items at CBE's online price in order to raise chapter funds.
- Chapters are responsible for collection and payment of any sales taxes required by the state or local jurisdiction(s) within which the chapter conducts sales.
- Chapters must file all required documents, reports, and schedules, and make necessary sales tax payments to state and local governments in a timely manner.

Ordering Materials from CBE Bookstore

While CBE's inventory is limited, we are happy to provide you with books and recordings (audio and video) for free or at discounted prices when possible, for sale by your chapter. Email books@cbeinternational.org for a list of available titles.

Placing Your Order

- A member of the chapter steering committee must contact CBE a minimum of ten business days prior to the required delivery date.
- If contacted less than ten business days before the event, CBE will do everything possible to arrange shipment of items in time for the chapter event. However, CBE may charge the chapter a shipping fee to cover additional costs incurred to meet delivery requirements.
- Whenever possible, chapters should submit orders in writing (e-mail, snail mail, or fax) as early before the event as possible. They should provide an e-mail address and phone number for the chapter representative responsible for the order.
- The chapter must prepay for the order by providing a credit card number (with expiration date and CVV code) or an e-check/online donation for the entire cost of the order a minimum of ten business days prior to the required delivery date. CBE will provide free US standard shipping on orders of ten or more books.

In general, CBE will not accept returns; merchandise shipped in error may be returned at any time.