

Draft Certificate of Agreement for Review

Thank you for choosing SBF as your Book Fair supplier. Together we are helping connect children to books they want to read.

Your Book Fair is scheduled to begin and end on the dates listed below. Please note that the delivery and pickup of your Fair may occur up to 3 days prior to and post your event. (Does not apply to Fairs delivered by UPS.)

So that we may provide you with the highest quality Book Fair and the best service possible, Fair dates and product assortments must be finalized no later than 4 weeks prior to the start date of your Fair. We will contact you 8 to 6 weeks before the start of your Fair to support your efforts in planning your Book Fair event. *To begin the Fair process, please accept this Certificate of Agreement (COA). Accepting this Agreement online confirms and secures your Book Fair dates and reserves product for your Fair.*

SBF will provide the following tools to assist you in making your event both rewarding and fun:

- **Books and Educational Products** – Optimized selection of best-selling books.
- **Chairperson's Online Toolkit** – Personalized Fair Management Web site with planning tools, documents and promotional materials.
- **Book Fair Planning Kit** – Shipped six weeks before your event containing handbooks on exciting ideas, best practices and materials to plan and promote your event.
- **School Book Fair Homepage** – Your Book Fair will include an online homepage used to promote your plans to your school community, including location, events and times, volunteer recruitment, goals, special programs, and an online Fair extension with 24/7 shopping for customers who are unable to attend the Fair at the school. You will have the ability to opt out of the online Fair.
- **Special Book Fair Program Ideas** – Designed to help maximize event results, generate more books for your school and engage your school community in reading and literacy building activities.
- **Product Restocks** – Servicing to replenish the top selling items sold during your Book Fair (excluding Fairs shipped via UPS).
- **Credit Card Acceptance** – The SBF offered program option allows you to accept all major credit cards and still maintain control, convenience, and the fundraising profits you enjoy from running your own Fair.

As a Scholastic Book Fairs customer, the school or organization listed below agrees to:

- Use SBF as the exclusive provider of all books, merchandise and promotional material during the Book Fair Event.
- Store and display all merchandise, cash, checks, credit card machines and sales slips in a locked and secure location when not in use at your Book Fair.
- Make products for sale by you available to all qualified event attendees at the listed price from Scholastic.
- Collect sales tax as required by your state law as purchases of books and educational materials from SBF are for resale.
- Comply with the following Credit Card Security Procedures:
 - Do not share or distribute the Credit Card device or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.).
 - Do not write down or copy any data from a customer credit card (i.e. card numbers, expiration date, or security codes.)
 - Credit Card terminals are not to be used for personal gain; devices are only to be used for transactions at Scholastic Book Fairs events.
 - If a Credit Card is found, please call the toll free number on the back of the Credit Card, report the card lost, and request further directions from the credit card company.
 - All unattended devices or Credit Card receipts must be in a locked or secure location.
 - Do not connect the Credit Card device to any unauthorized networks.
 - Volunteers should use good and reasonable judgment in the event of any issues, or contact the Chairperson or the EasyScan Hotline for guidance.
 - The Book Fair Chairperson is responsible for informing all Book Fairs volunteers of this Credit Card Security Instructional Awareness information provided by Scholastic.
 - Acceptance of the Certificate of Agreement acknowledges notice of and agreement to this Credit Card Security Instructional Awareness information.
- Repack all unsold products, supplies and displays for pick-up and/or return in an orderly and timely manner.
- Return all credit card machines, sales slips, point of sale machines, unsold products and merchandising materials/displays to Scholastic Book Fairs promptly at the conclusion of the Book Fair.
- Process the Book Fair financial forms and payment within two (2) working days after the Fair has ended.
- When the online Fair has concluded, items purchased by customers will be shipped to your attention at the school. You agree to distribute the books, which will be organized by teacher and by student for easy identification.

Book Fair Sales	Scholastic Dollars Value	Cash Value
\$0 - \$999.99	30% of Sales	\$0
\$1,000 - \$2,499.99	40% of Sales	\$0
\$2,500 and up	50% of Sales	and/or 25% of Sales

Effective for Fairs beginning August 1, 2016

If your Book Fair sales are \$2,500 and above, you may take profit as all Scholastic Dollars, or all cash, or you may take a combination of Scholastic Dollars and cash. When you elect to take a combination, cash is worth 1/2 the value of Scholastic Dollars. The total profit amount can not exceed 25% (less sales tax) of sales at cash value. The Profit Split page in the Financial Form will automatically calculate the remaining available values for each profit type.

For sales \$2,500 and above, you will earn a 5% reward in Scholastic Dollars if you select all profit in Scholastic Dollars. If you elect to take all cash profit or a combination of profit, this reward will not be earned.

A submitted copy of this Agreement within 21 days confirms and secures your Book Fair dates, reserving product for your Fair.

Chairperson Information

MAGGIE UNTERSEHER
munterseher@ccsd.k12.wy.us
3076820774

School Information

RAWHIDE ELEMENTARY SCHOOL
200 PROSPECTOR PKWY
GILLETTE, WY 82716
Account #: 249733
Fair ID #: 3647813

Book Fair Consultant

JANE PIETTE
jpiette@scholasticbookfairs.com
8006357323

Fair Information

Fair Dates: 05/10/2017 to 05/19/2017

Agreement Date: Not Yet Accepted

Note: Changes to this Certificate of Agreement may be made at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify users of any such changes by posting the revised Certificate of Agreement on the Chairperson's Toolkit. Under certain circumstances, we may also notify you of changes to this Certificate of Agreement by additional means such as without limitation, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contact from your Book Fair Consultant. At that time you will have the opportunity to review and accept a new Certificate of Agreement.

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