

## Draft Certificate of Agreement for Review

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We're in this together! From fair planning to delivery, a team of consultants will assist you every step of the way to make sure you have the best book fair ever.

Here are some of the helpful products and services we promise to provide you:

- Books and educational products
- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Quick and easy product restock
- Planning Kit & Setup Kit with how-to guides and promo materials
- Access to online shopping for up to 21 days (not available on BOGO Fairs)
- The Book Fairs app for leveling, shopping, videos, and more
- Convenient point-of-sale system that allows you to accept all major credit cards

As a Scholastic Book Fairs (SBF) customer, the school or organization listed agrees to:

- Use SBF as the exclusive provider of all books, merchandise, and promotional materials during the book fair event.
- Store and display all merchandise, cash, checks, credit card machines and sale 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 designated by Scholastic.
- Collect sales tax as required by your state law, as purchases of books and educational materials from SBF are for resale.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all credit card machines, sale 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.
- Review the following credit card security instructional information and comply with the following 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's credit card (i.e. card numbers, expiration date, or security codes.)
  - Credit Card terminals are not to be used for personal use/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 Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.

In lieu of cash or Scholastic Dollars earnings, in a Buy One Get One Free Book Fair all profit earnings are passed on to the purchaser in the form of buying one book and receiving one free book of equal or lesser value.

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

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### Chairperson Information

ROXANNE EVERHARD  
reverhard@ccsd.k12.wy.us  
3076800195  
Number of Fairs Organized: 4 or more  
Role At School: Librarian

### School Information

LAKEVIEW ELEMENTARY SCHOOL  
1017 Gabriel Drive  
GILLETTE, WY 82716  
Account #: 249732

### Book Fair Consultant

JANE PIETTE2  
jpiette@scholasticbookfairs.com  
8006357323

### Fair Information

Fair Dates: 05/14/2018 to 05/18/2018  
Fair ID #: 3829056

**Agreement Date:** Not Yet Accepted

**Note:** Changes to this Services 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 you of any such changes by posting the revised Services Agreement in the Chairperson's Toolkit. Under certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair consultant. At that time, you will have the opportunity to review and accept a new Services Agreement.

