

## Scholastic Book Fairs (SBF) Certificate of Agreement

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.

*Effective for fairs beginning August 1, 2018*

### Profit

If your book fair sales are \$1,800 and above, you may opt to take profit in all Scholastic Dollars, all cash, or you may take a combination of Scholastic Dollars and cash.

- When you elect to take a combination, Scholastic Dollars is worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page in the Financial Form to automatically calculate and optimize your profit and reward elections.

### Scholastic Dollars Rewards

For sales \$1,800 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.

Book Fair Sales	Scholastic Dollars Value		Cash Value
\$0 - \$699.99	20% of Sales		\$0
\$700 - \$1,799.99	50% of Sales		\$0
\$1,800 and up	50% of Sales	and/or	25% of Sales

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

#### Chairperson Information

Maggie Unterseher  
 munterseher@ccsd.k12.wy.us  
 3076290190  
 Number of Fairs Organized: 4 or more  
 Role at School: Media Specialist

#### Book Fair Consultant

DENISE WADDLE  
 8006357323  
 dwaddle@scholasticbookfairs.com

**School Information**

PRONGHORN ELEMENTARY SCHOOL  
3005 OAKCREST  
GILLETTE, WY 82718  
Account #: 251153

**Fair Information**

Fair Dates: 10/15/2018 to 10/19/2018  
Fair ID #: 3859668

**Agreement Date:** 05/14/2018  
Accepted Online Electronically

**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.**

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