

## Scholastic Book Fairs (SBF)

### Certificate of Agreement

Thank you for hosting a Scholastic Book Fair! We look forward to working with you. Please read the following Agreement and guidelines, which have recently changed. Scholastic Book Fairs is the retailer of books sold at the Fair. State and local sales tax must be collected on all purchases at the Fair (except for purchases made by the school with school funds for school use when the school is registered with Scholastic as tax-exempt).

As always, Scholastic will provide:

- Books and educational products
- A dedicated support and service team
- Online planning resources and tools
- Setup Kit & Kick-Off Kit with promotional materials
- An online Fair by way of The Scholastic Store
- Convenient payment system that allows you to accept digital payments and major credit cards

The school or organization listed agrees to:

- Use Scholastic Book Fairs as the exclusive provider and retailer 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 the Fair.
- Make products available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax on behalf of Scholastic Book Fairs as required by state and local law.
  - Ensure proper tax-exempt certificate or other documentation as required by state and local law is on file with Scholastic Book Fairs prior to making any tax-exempt purchases.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all payment systems, unsold products, and merchandising materials/displays (unless otherwise marked) to Scholastic Book Fairs promptly at the conclusion of the Fair.
- Process the financial forms and payment within two (2) working days after the Fair has ended.
- Review and comply with the following Credit Card Security Procedures:
  - Do not share or distribute the payment system or data that you collect (such as credit card numbers) on behalf of Scholastic Book Fairs.
  - Do not write down or copy any data from a customer's credit card (i.e. card numbers, expiration date, or security codes.)
  - Payment systems are not to be used for personal use/gain; these 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 equipment and credit card receipts must be in a locked or secure location.
  - Do not connect the payment system to any unauthorized networks.
  - All volunteers should use good and reasonable judgment in the event of any issues or contact the chairperson or the payment system hotline for guidance.
  - The Book Fair Chair is responsible for informing other 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.
- Repack all unsold products, supplies and displays in the original shipping boxes (please do not consolidate extra books into the trays), and affix prepaid UPS return labels (not applicable to Alaska fairs) on the outside of original shipping boxes. These labels are located in the large envelope provided with your Book Fair). Be sure not to throw shipper cartons, trays, or easels away.
- Please give the boxes to UPS on a normal delivery stop or call 1-800-877-1497 to schedule a pickup. (For Alaska fairs, please refer to the return paperwork provided with your Fair or call your consultant at 1-800-635-7323.)
- Contact your representative at 1-800-557-7323 if your Book Fair did not run as scheduled for any reason that would impact the return process.
- Process the Book Fair financial forms and payment within two (2) working days after the Fair has ended. For Alaska fairs, please complete your financials with your book fair consultant.

Changes to this Services Agreement may be made solely 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 Book Fair Chair Planner. 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.

#### Profit

If your Book Fair sales are \$3,500 and above, you may opt to take profit in Scholastic Dollars, cash, or a combination of Scholastic Dollars and cash. See the chart below for all other sales levels. Online Fairs are not eligible for cash profit.

- When you elect to take a combination, Scholastic Dollars are 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 elections.

**Scholastic Dollars Profit**

Book Fair Sales (excluding tax)	Scholastic Dollars Value		Cash Value
\$3,500 and up	50% of Sales	and/or	25% of Sales
\$1,500 - \$3,499.99	40% of Sales		\$0
\$0 - \$1,499.99	30% of Sales		\$0
Online Book Fairs	25% of Online Sales*		\$0

\*Excluding tax & shipping.

Your receipt of the confirmation email that this Agreement has been accepted confirms and secures your Book Fair dates, reserving product for your Fair.

**Book Fair Chair Information**  
Kim Hutchinson  
kihutchinson@ccsd.k12.wy.us  
3076825171

**School Information**  
Rawhide Elementary School  
200 PROSPECTOR PKWY  
GILLETTE, WY 82716-1030  
Account #: 600107846

**Book Fair Consultant**  
Angie Monolo  
6362039853  
amonolo@scholasticbookfairs.com

**Fair Information**  
Fair Dates: 2023-10-16 to 2023-10-20  
Fair ID: #5400947

Agreement Date: 09/07/2023

Accepted Online Electronically