

## Scholastic Book Fairs (SBF) Certificate of Agreement

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**Thank you for choosing SBF as your Book Fair supplier. Together we are connecting children to books they'll want to read.**

Your Book Fair is scheduled to begin and end on the dates listed below. Please note your Book Fair will be delivered several days prior to the start of your Book Fair event. We highly recommend you ensure the event is placed on your school calendar upon receipt of this agreement.

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 3 weeks prior to the start date of your Fair. We will contact you 6 to 8 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) within 10 days of booking your Book Fair. 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 five 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, and special programs.
- **Personalized Consultant Support** – A Book Fair Consultant will help you plan, execute and support your Book Fair.
- **Credit Card Acceptance** – The SBF offered program option allows you to accept all major credit cards and still maintain control, convenience, and school 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, and credit card sales information sheet in a locked and secure location when not in use.
- 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 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). Information should be completed by the customer.
  - Credit card forms are not to be used for personal gain; forms 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 credit card forms or receipts must be in a locked or secure location.
  - Volunteers should use good and reasonable judgment in the event of any issues, or contact the Chairperson for guidance.
  - The Book Fair Chairperson is responsible for informing all Book Fair 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 in the original shipping boxes (please do not consolidate extra books into the trays), and affix pre-paid UPS return labels (not applicable to Alaska fairs) on the outside of original shipping boxes (labels located in large envelope provided with your Book Fair). **(Be sure not to throw shipper cartons, trays, or easels away.)** (Not applicable to Alaska fairs.)
- 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.

*Effective for fairs beginning August 1, 2020*

### 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. Online and Drive-Through Book Fairs are not eligible for cash profit.

- 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

Book Fair Sales	Scholastic Dollars Value		Cash Value
\$1,800 and up	50% of Sales	and/or	25% of Sales
\$800 - \$1799.99	50% of Sales		\$0
\$0 - \$799.99	20% of Sales		\$0
Online Book Fairs	25% of Online Sales*		\$0
Drive-Through Book Fairs	25% of Sales		\$0

\*Excluding tax & shipping.

**Effective for Fairs beginning August 1, 2020**

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

#### Chairperson Information

ROXANNE EVERHARD  
 reverhard@ccsd.k12.wy.us  
 3076861060  
 Number of Fairs Organized: 4 or more  
 Role at School: Librarian

#### School Information

WAGONWHEEL ELEMENTARY SCHOOL  
 800 Hemlock Ave  
 Gillette, WY 82716  
 Account #: 249737

#### Book Fair Consultant

Angie Monolo  
 8006357323  
 amonolo@scholasticbookfairs.com

#### Fair Information

Fair Dates: 10/18/2021 to 10/22/2021  
 Fair ID #: 4913178

**Agreement Date:** 09/09/2021  
 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.