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Scholastic Book Fairs (SBF)  
Certificate of Agreement

**Thank you for scheduling and hosting a Scholastic Book Fair!** We are delighted to be the provider for your upcoming Book Fair. The following Agreement and guidelines will ensure an effective partnership, and we look forward to working with you. Please note that, effective in 2022, Scholastic Book Fairs will now be the retailer of books sold at your Fair. This change puts in place a nationwide policy meant to simplify complex rules around sales tax causing confusion for many schools. Going forward, state and local sales tax must be collected on all purchases at your Fair (except for purchases made by the school with school funds for school use if the school is registered with Scholastic as tax-exempt).

As always, Scholastic will provide you with:

- Books and educational products
- A dedicated support and service team
- An online Toolkit full of planning resources & tools
- Setup Kit\* & Planning Kit with promotional materials
- Access to online shopping through The Scholastic Store
- Credit card acceptance program that allows you to accept all major credit cards\*

The school or organization listed below agrees to:

- Use SBF as the exclusive provider and retailer 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 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.
- Comply with the following Credit Card Security Procedures: (this section is not applicable to Virtual Fairs)
  - 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 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 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.

\*Not applicable to Online Only Fairs.

*Effective for fairs beginning August 1, 2022*

## Profit

If your book fair sales are \$3,500 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. 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 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 Profit & Rewards

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.

**Effective for Fairs beginning August 1, 2022**

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

### Chairperson Information

BETH POITRA  
bpoitra@ccsd.k12.wy.us  
3076827293

### Book Fair Consultant

Angie Monolo  
6362039853  
amonolo@scholasticbookfairs.com

Number of Fairs Organized: 1st Fair

Role at School: Other

**School Information**

LAKEVIEW ELEMENTARY SCHOOL

1017 GABRIEL DR

GILLETTE, WY 82716

Account #: 249732

**Fair Information**

Fair Dates: 10/17/2022 to 10/24/2022

Fair ID #: 5168584

**Agreement Date:** 08/23/2022

Accepted Online Electronically

**Note: 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 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.**