

## 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.

As your preferred Book Fair provider, 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
- Convenient point-of-sale system that allows you to accept all major credit cards\*

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 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.\*
- 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 the Credit Card Security Procedures provided by Scholastic.
  - Acceptance of the Services Agreement acknowledges notice of and agreement to these Credit Card Security Procedures.
- 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 Virtual Fairs.

*Effective for fairs beginning August 1, 2021*

### 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. See the chart below for all other sales levels. Virtual 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
\$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
Virtual Book Fairs	25% of Online Sales**		\$0

\*\*Excluding tax & shipping.

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

**Chairperson Information**

Heidi Nannemann  
hnannemann@ccsd.k12.wy.us

Number of Fairs Organized: 1st Fair  
Role at School: Librarian

**School Information**

BUFFALO RIDGE ELEMENTARY SCH  
4501 TANNER DR  
GILLETTE, WY 82718  
Account #: 1609622  
Principal: Nate Cassidy

**Book Fair Consultant**

Angie Monolo  
8006357323  
amonolo@scholasticbookfairs.com

**Fair Information**

Fair Dates: 10/18/2021 to 10/22/2021  
Fair ID #: 4913380

**Agreement Date:** 09/17/2021  
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.

