

**Initial Contract**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Book Fair Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enrollment Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Books Inc. prides itself in offering local schools with the best book fairs possible by supplying curated selections of merchandise for each school based on past sales and the current trends, as well as providing knowledgeable, dedicated booksellers to assist in the book fair process.

 **Important Information**

* **Donations are determined by sales, on a sliding scale, plus an additional 5% if you choose to take your donation in the form of a Books Inc. Gift Card.**

|  |  |  |
| --- | --- | --- |
| **Sales Net of Tax** | **Cash Donation** | **Books Inc. Gift Card Donation** |
| Sales of less than $15,000 | 15% donation  | 20% donation  |
| Sales of $16,000-16,999.99 | 16% donation | 21% donation |
| Sales of $17,000-17,999.99 | 17% donation  | 22% donation  |
| Sales of $18,000-18,999.99 | 18% donation | 23% donation |
| Sales of $19,000-19,999.99 | 19% donation | 24% donation |
| Sales greater than $20,000  | 20% donation | 25% donation |

* All sales (on-site or using Bookfair code) during the dates and times specified will count toward the donation.
* Any pre-orders taken and paid for during the book fair will count toward the donation.
* **Book Fair Deliveries are scheduled on Fridays and/or Mondays. Dates and Times will be agreed upon during follow up meetings.**

***Books Inc. must be notified at least 60 days prior to cancellation or rescheduling.***

***Cancellation fee is $500.*** (Fee will be waived if there is a cancellation due to school closures by the health department or county.)

By signing this form you are agreeing to the dates and expectations of a fair with Books Inc. Needs and logistics that are unique to each individual fair will be discussed and agreed upon by both Books Inc. Staff and the School Representatives at a later date. **Please sign and return to Hannah Walcher (****hwalcher@booksinc.net****) within two weeks of receiving.**

School or Organization Contact Signature Books Inc. Representative Signature

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**General Book Fair Partnership Expectations**

**School or Organization will:**

* Effectively promote the book fair to its community of supporters including parents, friends, family, faculty, board members, etc. Advertising for book fair should be included on school’s website, calendars, newsletters, bulletins, emails, etc. both print and online. Effectively promote the book fair to students with announcements, flyers, posters, games, activities, contests, sign making, etc.
* Provide one contact person representing the school or organization to interface with the Books Inc. representative. **Include information above**.
* Guarantee that there are no conflicting or competing school events during the scheduled Book Fair time.
* Provide Books Inc. with any special book, author or series requests, teacher and library requests and required reading titles **at least 30 days prior to the book fair** as concisely as possible.
* Provide Books Inc. with the name of any parents or faculty who have published books and any authors or illustrators who will be speaking/visiting the school prior to or during the book **fair at least 30 days prior to the event/book fair.**
* Provide a secure and adequately sized space for the book fair for the duration of the fair. The room must have at least 2 wall outlets. The room must be able to be locked. The school is responsible for the safety and security of all registers, cash, electronic equipment and inventory.
* Provide an appropriate amount of tables.
* Provide an appropriate amount of volunteers to adequately staff the fair. At least 1 volunteer to be on the floor during open hours, at least 5 volunteers during set-up and breakdown of the fair and at least 2-3 dedicated cashiers that will be present during the majority of the fair.
* All potential cashiers must be present during a pre-determined portion of set-up for training purposes.
* If more than 5 volunteers use the Books Inc. point of sale system, any losses in accounting at the end of the fair will be deducted from the donation.
* For safety reasons, children must not be behind the register area or operate the machines.
* Books Inc. reserves the right to charge the school for any hardware that is damaged.

**Books Inc. will:**

* Provide a selection of titles based on your school, past sales, and suggestions from Books Inc. staff.
* Deliver and pick-up books and supplies on dates specified above.
* Provide a cash register(s), iPads, Square Readers, and supplies including calculators, pens, bags and other items needed for sales.
* Reconcile all accounting and provide sales reports.
* Provide assistance with the set-up and breakdown of the book fair.
* Provide book stands, table signs and table cloths, if requested.
* Provide a unique “Coupon Code” to be used on Books Inc.’s website, allowing anyone to shop our entire stock and still support their school. **All codes will expire three days after the ending of the fair.**  All sales that use the code will be added to the book fair’s total, excluding tax.

**Librarian Purchases:**

Many of our partnering schools choose to purchase books for their teachers or for the library during the fair. Often these purchases are done for one of the following reasons:

1. To increase the book fair’s sales and the amount returned via donation. This type of purchase is included in the book fair’s numbers and therefore we do not apply an educator discount, since the purchase will be part of the fair’s returned donation.
2. To use their current fairs’ donation while the books are still on campus. This purchase is done AFTER all book fair sales are completed. Your book fair coordinator will do the math based the fair’s numbers and the donation percentage reached. We will tell you the amount of your donation and you can spend as much of it as you’d like on site. Any remaining funds will be given to you in your preferred donation method. For this purchase we DO apply our 15% educator discount.

**Covid-19 Provisions:**

* Books Inc. and the school understand that a Bookfair may be cancelled due to Covid related health reasons.
* If schools are closed by the school district the school will not be charged a cancellation fee.
* The school may continue operating a virtual fair using the provided online code.
* The school will provide Books Inc. physical access to retrieve all equipment and stock that has been delivered to the school.
* Books Inc. does not guarantee the ability to reschedule the Bookfair within the same school year if cancelled.
* At this time Books Inc. is following county guidelines in regards to mask mandates. Books Inc. employees will continue to wear masks, but understand that masks may not be required of students, faculty, or the parents of the partnering school.
* School shall provide supplies including disposable face masks and hand sanitizer.



**Book Fair Addendums**

Book Fair Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Needs and logistics that are unique to each individual fair that were discussed and agreed upon by both Books Inc. Staff and the School Representatives after the **Initial Contract** was signed.

**Enrollment Numbers:**

**Delivery Schedule:**

Delivery \_\_\_\_\_\_\_\_\_at \_\_\_\_\_am/pm

Pick-up \_\_\_\_\_\_\_\_\_\_at\_\_\_\_\_am/pm

Delivery Contact with Cell Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wifi Info?**

**Volunteer Training:**

Volunteer Training Date:\_\_\_\_\_\_\_\_\_\_\_\_

From\_\_\_\_\_\_\_(am/pm) to\_\_\_\_\_\_\_ (am/pm)

Number of Expected Volunteers:\_\_\_\_\_\_\_

**Books Inc. Staffing:**

**Set Up & Supplies:**

# of Registers:\_\_\_\_\_

# iPads/ Square Readers\_\_\_\_

# of Table Cloths:\_\_\_\_\_

Need Posters Made?

Banner?

**Book Selections:**

YA (Yes/No)

Adult (Yes/No)

**Gift?**(Yes/No)

**Extra Comments**

**Addendums Continued**

**Special Events? (Yes/No)**

Date & Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Wishlists?**

**Gift Certificates/ Vouchers?**

**Author Event During Fair? (Yes/No)**

Previous Year’s Author:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Age Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Virtual Book Fair Code:**

**Additional Notes:**

**Confirming Donation Agreement and Delivery**

Based on your sales, you will have the option of receiving your donation in a Gift Card or Cash donation. Review the table below and circle your desired form of donation:

|  |  |  |
| --- | --- | --- |
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| Sales of $19,000-19,999.99 | 19% donation | 24% donation |
| Sales greater than $20,000  | 20% donation | 25% donation |

* Donation will be in the form of a CHECK or BOOKS INC GIFT CARDS (circle one)
* Donation check (if applicable) will be made out to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Donation will be MAILED TO THE SCHOOL or PICKED UP AT STORE (circle one)
	+ Store Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form you are agreeing to the above criteria that are unique to your school and Book Fair. **Please review, sign, and return to Hannah Walcher (****hwalcher@booksinc.net****) within two weeks of receiving.**

School or Organization Contact Signature Books Inc. Representative Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_