



BOOK FAIR AGREEMENT

Our school has agreed to sponsor an Itz Books book fair as follows:

School Name: _____

Address _____

Media Specialist: _____

Book Fair Starts: _____

Book Fair Ends: _____

Itz Books offers flexibility by offering the following options. Please select and initial one of the Program options that will best meet the needs of your school:

1. _____ **Free Books Only Program.** The minimum sales amount of \$500.00 is required for this program.

- 25% of the sales in free books for a book fair earning \$500.00 to \$749.00 in sales.
- 50% of the sales in free books for a book fair earning \$750.00 or more.

2. _____ **Cash Only Program.** The minimum sales amount of \$750.00 is required for this program.

- 20% of the sales in cash for a book fair earning \$750.00 to \$1,499.
- 22% of the sales in cash for a book fair earning \$1,500 to \$2,999.
- 25% of the sales in cash for book fairs earning \$3,000 to \$4,999.
- 30% of the sales in cash for book fairs earning \$5,000 or more.

3. _____ **Combination Program.** Receive a combination of free books and cash by discussing this option with your Itz Books representative.

Our school agrees to the following:

1. Promote the book fair throughout the school before and during the event.
2. Assist teachers and children with the preview of books offered.
3. Recruit volunteers to help with the sale and restocking of books.
4. Secure the location of the book fair to prevent any damage or loss.

Please select and initial one of the following Finance options:

_____ **Option A:** The cash, checks, credit card transactions (the "Funds."), and the Book Fair Tally Sheet provided will be collected by Itz Books. Place the Tally Sheet and the Funds in a sealed envelope, and hand the sealed envelope to the Itz Books representative at the close of the book fair. Checks should be made payable to Itz Books. It is requested that the media specialist make a copy of the Tally Sheet for future reference. The Itz Books representative will provide a receipt for the envelope at time of pick up. Within 15 days after the close of the book fair, Itz Books will send a check and/or books depending on the Program option selected on page 1 of this Agreement.

_____ **Option B:** The school will retain all Funds collected from the book fair and provide an accounting to Itz Books of all cash, checks and credit card transactions on the Tally Sheet provided. After the close of the book fair, Itz Books will conduct an inventory of unsold items to verify the amount sold on the Tally Sheet. An invoice will be generated based upon the Tally Sheet, less any credit card transactions and any cash incentive. The school agrees to issue a

check to Itz Books upon the receipt of the invoice. After 15 days, any unpaid balance is subject to a 1.5% surcharge.

Itz Books agrees to the following:

- 1. Deliver all bookcases and set up the book fair with the least amount of disruption to the school.
- 2. Supply a Tally Sheet for the accounting of all Funds received.
- 3. Provide assistance by telephone or in person for the duration of the book fair.
- 4. Process credit card transactions (Visa, MasterCard, and Discover only).
- 5. Remove all bookcases and remaining inventory in a timely fashion.

School Name _____

By: _____
Authorized School Representative Title

Date: _____, 2010

Itz Books Representative

By: _____
Title

Date: _____, 2010

Please sign, date, and fax this Book Fair Agreement to (813) 388-4561. A fully-executed copy will be delivered to you on_____.

If you have any questions about the terms of this agreement, please contact Dolly DePagter at (813) 294-2135.