

Blue Ribbon Book Fairs Book Fair Agreement

Thank you for choosing Blue Ribbon Book Fairs as your Book Fair partner. This document is a statement of our commitment to your school, and to clarify all policies and procedures agreed to.

School Information

School Name: _____

School Address: _____

School City: _____ State: _____ Zip: _____

Chairperson Information

Chairperson Name: _____

Chairperson Phone: _____

Chairperson Email: _____

Delivery and Pick Up Information

Your Book Fair is scheduled to be delivered on: _____ at approximately __ _____ am/pm.

Your Book Fair is scheduled to be picked up on: _____ at approximately ____ _____ am/pm.

Your Book Fair is scheduled to be delivered on: _____ at approximately __ __ am/pm.

Your Book Fair is scheduled to be picked up on: _____ at approximately ____ _____ am/pm.

Your Book Fair is scheduled to be delivered on: _____ at approximately _____ am/pm.

Your Book Fair is scheduled to be picked up on: _____ at approximately ____ _____ am/pm.

Schedules are very important to you and to us. Please keep in mind that certain circumstances may arise that require reasonable adjustments to the scheduled times. You will be notified immediately if any changes need to be made.

If your schedule changes, please contact us at least 3 weeks before the scheduled delivery date.

Special Requests for Contents

Whenever possible, we include titles or categories that you request. If you have special requests, please notify us at least 6 weeks before your fair is scheduled to be delivered. Please understand that due to publisher agreements, availability and pricing, we can not always fulfill requests.

Blue Ribbon Commitments:

- We will deliver your Book Fair at no charge.
- We will set up the Book Fair for you at no charge.

- We will restock your Book Fair at no charge. (Please limit to one restock order per fair)
- We will fulfill your paid orders at no charge. (Under certain circumstances, we may not be able to locate titles for paid orders. In these circumstances, we will notify you immediately)
- We will take down your book fair at no charge.
- We will pick up your fair at no charge.

Customer agrees to:

- Publicize the Book Fair to the best reasonable amount.
- Hold at least one event, or specific time, that the Book Fair is available for family and community to attend.
- Keep products secure and make available all unsold products for pick up.
- Process Final Sales Report and payment and make available at time of pick up. Please also include any credit card slips with Final Sales Report.

Financial Agreements

Book Fair Sales	Book Rewards	Or	Cash Rewards	Or	Split Profit
\$750-\$1500	35% of Sales	Or	20% of Sales	Or	Contact Us
\$1501 - \$3000	40% of Sales	Or	25% of Sales	Or	Contact Us
\$3001 and up	45% of Sales	Or	30% of Sales	Or	Contact Us

Acknowledged by:

Chairperson Signature: _____

And/Or

Principal Signature: _____

Agreement Date: / /

Blue Ribbon Book Fairs Representative: _____

Please print and sign this agreement. Mail or fax to:

Blue Ribbon Book Fairs
 46 Pebblebrook Ct
 Bloomington, IL 61705
 Fax 888-883-4719

For questions, please contact greg@blueribbonbookfairs.com. Thanks again for partnering with Blue Ribbon Book Fairs!

Special Addendums: