



WorkShop Agreement

Thank you for scheduling a SciZooka WorkShop! This document is a statement of our commitment to your Organization, and to clarify all policies and procedures agreed to.

Organization Information

Organization Name: _____

Organization Address: _____

Organization City: _____ State: _____ Zip: _____

Chairperson Information

Chairperson Name: _____

Chairperson Phone: _____

Chairperson Email: _____

Delivery and Pick Up Information

Your WorkShop is scheduled to be set up on: _____ at approximately _____ am/pm.

Your WorkShop is scheduled to closed 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 WorkShop is scheduled to be delivered. Please understand that due to publisher agreements, availability and pricing, we can not always fulfill requests.

Mold A Mind Commitments:

- We will deliver your WorkShop at no charge.
- We will set up the WorkShop for you at no charge.
- We will restock your WorkShop at no charge.
- We will take down your WorkShop at no charge.
- We will pick up your WorkShop at no charge.

Customer agrees to:

- Publicize the WorkShop, including posters, flyers, promotional email, community announcements and encouraging staff participation beginning at least two weeks prior to WorkShop.
- Hold at least one event, or specific time, that the WorkShop is available for family and community to attend, and recruit district science instructors to help with demonstrations.
- Keep products secure during off hours.
- Hold no other product sales or fundraisers within two weeks of the beginning, or during WorkShop.
- Charge no admission fee to students or families to any events associated with the WorkShop.
- Process Final Sales Report and make Payroll Deduction (if applicable) payments within 30 days after the close of WorkShop.
- Provide a copy of Tax Exempt Status

Financial Agreements

- **See Attached Addendum**

Acknowledged by:

Chairperson Signature: _____

And/Or

Staff Signature: _____

Agreement Date: / /

SciZooka Representative: _____

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

FAX 1-888-883-4719

For questions, please contact service@SciZooka.com. Thanks again for partnering with SciZooka!

Special Addendums:

Rebate Structure

Your Organization will receive a portion of the proceeds in cash rebate or product credit, depending on net sales during the event. Bonuses are paid for extra activities during the event. Please speak with your SciZooka representative for details.

Promotional Bonus:

Acknowledged by:

Chairperson Signature: _____

And/Or

Staff Signature: _____

Agreement Date: / /

SciZooka Representative: _____