



Usborne Book Fair Agreement

School: _____

Contact: _____ Phone/email: _____

Students/Families/Classrooms: _____ / _____ / _____ Tax-Exempt ID: _____

Special Programs: _____
 (foreign language, chess club, drama club, enrichment programs)

Sale Dates/Times: _____

Additional Notes: _____

_____ **Option A — Free Books**
 50 % in FREE books with minimum sales of \$500
 25 % in FREE books with minimum sales of \$200

_____ **Option C — Cash Only**
 15 % in cash with minimum sales of \$750
 20% in cash with minimum sales of \$2000
 25% in cash with minimum sales of \$3000
 30% in cash with minimum sales of \$4000

_____ **Option B - Combination**
 10% in CASH and
 25% in FREE BOOKS with minimum sales of \$2000

UBAH Consultant's Responsibility:

- Provide MASTER FLYER & WISH LISTS for duplication & distribution
- Provide signs/posters to advertise book fair
- Provide READING IS A GIFT donation forms, award letters, and bookplates
- Set up book fair, reconcile receipts, and close down book fair
- Deliver special orders to school within two weeks in bags marked with student & teacher name
- Assist school with free book order, or provide check for cash proceeds!

School's Responsibility:

- Duplicate and distribute book fair flyer to students
- Actively promote book fair through parent newsletter, message board, press release, website, etc.
- Provide volunteer list as needed
- Obtain teacher wish lists & facilitate student wish lists
- Complete free book order within approximately one week of book fair close

 Consultant

 Authorized School Representative