



Follett Book Fairs

Thank you for investing in the reading culture at your school and agreeing to host a Follett Book Fair!

We look forward to partnering with you to help your students learn to love reading! A love for reading is critical to the success of all students, in school and in life. We are excited to bring Follett Book Fairs to your school and provide your students with access to books they want to read. Thank you for your partnership in this endeavor!

This Memo of Understanding outlines the terms of the partnership between _____ and Follett Book Fairs. _____ is scheduled to run a Follett Book Fair _____ – _____.

Fair Planning

Follett will:

- Provide a Book Fair Consultant to help you plan your event from beginning to end.

_____ will:

- Provide an Event Coordinator who will be the primary contact between the school and Follett and will recruit and lead volunteers to assist with the fair.
- Provide access to an electrical outlet, ethernet or Wi-Fi access.

Fair Delivery & Pick Up/Location

Follett will:

- Deliver your book fair up to three days prior to the start of your event and pick up no later than three days after event.

_____ will:

- Provide a location on the first floor (or access to an elevator for upper level delivery) of your school building that has access to an electrical outlet.

All Follett Book Fairs team members have passed a preemployment background check and drug screen as a condition of employment.

All Follett vehicles, owned or leased, will be properly insured in accordance with all applicable laws and regulations. All legally required documentation will be present on all vehicles.

Marketing

Follett will:

- Provide creative and fun marketing materials to publicize and promote your book fair.
- Provide ideas and strategies to build excitement and involvement at your fair and generate a more successful and engaging literacy event.

_____ will:

- Agree to promote the book fair through various communication channels (social media, school webpage, newsletters, provided print marketing, etc).

Product

Follett will:

- Partner with your school to provide a book fair that is appropriate to your enrollment, grade span, reading level and interests, with tabletop display selections that best fit your school community.
- Provide cases and premerchandised displays that will be simple to set up and display in your chosen location.

will:

- Agree that Follett book fairs will be the sole provider of books being sold during the scheduled fair dates of _____ - _____.
- Set up the book fair upon delivery and repack upon completion.
- Return all unsold items.
- Allow our Follett Cash Registers to have access to a live Ethernet port or secure Wi-Fi network connection.

Financial Process & Wrap-Up

Follett will:

- Provide a Point of Sale System (POS), which will allow you to easily track sales and take multiple forms of payment, including all major credit cards, cash, checks and gift cards.
- Walk you through all financial paperwork and assist your school with the selection of resources and materials earned.

will:

- Collect sales tax if required by state law.
- Complete fair closeout one week from the end date of your fair.
- Remit payment within 7-10 business days of your fair.
- Provide a recap of opportunities for improvement and/or meet with a Follett representative to share details of your experience.

This Memo of Understanding will expire 30 days from date sent.

Customer Rewards

Follett will:

- Provide your school with a robust selection of resources, tools and educational materials to choose from as a benefit of running your fair. As the primary supplier to PreK-12 schools and districts, we have the best selection of innovative products to transform learning.
- Help you determine the best profit and rewards options based on the specific needs of your students. Speak with your Book Fair Consultant for additional details.

Follett reserves the right to update and modify the rewards program without notice. For the latest information, please talk to your Book Fair Consultant.

As this is your book fair, we would like to schedule time to review your event to better understand the opportunities to serve you.

Please sign below and return to your Book Fair Consultant to ensure your event is scheduled. We appreciate the opportunity to be your partner in this exciting event.

X _____
Event Coordinator/School Principal Date

X _____
Book Fair Consultant Date
Follett Book Fairs

School Name

Customer Number