

Spring 26

Scholastic Book Fairs (SBF)
Certificate of Agreement



Thank you for hosting a Scholastic Book Fair! We look forward to working with you. Please read the following Services Agreement and guidelines, which have recently changed. Scholastic Book Fairs is the retailer of books sold at the Fair. State and local sales tax must be collected on all purchases at the Fair (except for purchases made by the school with school funds for school use when the school is registered with Scholastic as tax-exempt).

As always, Scholastic will provide:

- Books and educational products
- A dedicated support and service team
- Online planning resources and tools
- Quick and easy product restocks
- Setup Kit & Kick-Off Kit with promotional materials
- An Online Fair by way of The Scholastic Store
- Credit card acceptance program that allows you to accept digital payments and major credit cards

The school or organization listed agrees to:

- Use Scholastic Book Fairs as the exclusive provider and retailer of all books, merchandise, and promotional materials during the Book Fair event.
- Store and display all merchandise, cash, checks, and credit card sales information in a locked and secure location when not in use at your Book Fair.
- Make products for sale by you available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax on behalf of Scholastic Book Fairs as required by state and local law.
 - Ensure proper tax-exempt certificate or other documentation as required by state and local law is on file with Scholastic Book Fairs prior to making any tax-exempt purchases.
- Return all payment systems, unsold products, and merchandising materials/displays (unless otherwise marked) to Scholastic Book Fairs promptly at the conclusion of the Fair.
- Process the Financial Forms and payment within two (2) working days after the Fair has ended.
- Review and comply with the following Credit Card Security Procedures:
 - Do not share or distribute the payment system or information you collect (such as credit card numbers), on behalf of Scholastic Book Fairs.
 - Do not write down or copy any information from a customer's credit card (i.e. card numbers, expiration date, or security codes).
 - Payment systems are not to be used for personal use/gain; these devices are only to be used for transactions at Scholastic Book Fairs events.
 - If a credit card has been found, follow these steps:
 - Secure the credit card in a locked area and immediately go to the [Lost Credit Card form](#) for further instructions and to submit a report on the incident.
 - If the credit card owner is not located after 3 business days, go to the [Lost Credit Card form](#) for directions on destruction of the credit card.
 - The register and any credit card receipts must be locked in a secure location overnight or when not in use.
 - If the register has been left unattended, upon return, inspect the register to ensure there are no visible signs of tampering or unauthorized devices attached, such as a USB or skimmer device. Verify that the security seal on the bottom register case is not damaged or removed from the screw hole.
 - If the seal has been removed, immediately stop using the device and notify the Scholastic customer success team.
 - Do not connect the payment system to any unauthorized networks.
 - All volunteers should use good and reasonable judgment in the event of any issues. Contact the customer success team or your Book Fair consultant for guidance as needed.
 - The Book Fair Host is responsible for informing other volunteers of the credit card security instructional awareness information provided by Scholastic. Acceptance of the Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.
- Repack all unsold products, supplies, and displays in the original shipping boxes (please do not consolidate extra books into the trays) and affix prepaid UPS return labels (not applicable to Alaska Fairs) on the outside of original shipping boxes. These labels are located in the large envelope provided with your Book Fair. Be sure not to throw shipper cartons, trays, or easels away.
- Please give the boxes to UPS on a normal delivery stop or call 1-800-877-1497 to schedule a pickup. (For Alaska Fairs, please refer to the return paperwork provided with your Fair or call your host at 1-800-635-7323.)
- Contact your Book Fair Consultant at 1-800-557-7323 if your Book Fair did not run as scheduled for any reason that would impact the return process.
- Process the Book Fair Financial Forms and payment within two (2) working days after the Fair has ended. For Alaska Fairs, please complete your financials with your Book Fair Consultant.

Changes to this Services Agreement may be made solely at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify you of any such changes by posting the revised Services Agreement in the Book Fair Host Hub. Under certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair Consultant. At that time, you will have the opportunity to review and accept a new Services Agreement.

Profit

If your Book Fair sales are \$3,800 and above, you may opt to take profit in Scholastic Dollars, cash, or a combination of Scholastic Dollars and cash. See the chart below for all other sales levels. Online Fairs are not eligible for cash profit.

- When you elect to take a combination, Scholastic Dollars are worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page on the Financial Form to automatically calculate and optimize your profit elections.

Scholastic Dollars Profit

Book Fair Sales (excluding tax)	Scholastic Dollars Value		Cash Value
\$3,800 and up	50% of Sales	and/or	25% of Sales
\$1,600 - \$3,799.99	40% of Sales		\$0
\$0 - \$1,599.99	30% of Sales		\$0
Virtual Fairs	25% of Sales*		\$0

*Excluding tax & shipping.

School Information

Prairie Wind Elementary School
200 Overdale Dr
Gillette, WY 82718
Account #: 249734

Fair Information

Fair Dates: 2026-04-27 to 2026-05-08
Fair ID: #6122502