



Child Care Resource Center Bookstore
16 E. 16th Street Suite 202
Tulsa, Oklahoma 74119
918-831-7248

BOOK FAIR AGREEMENT

The following is an agreement between the Child Care Resource Center Bookstore and the participating organization, stating the responsibilities of both parties in conducting a Book Fair at the participating organization's location.

Organization: _____

Address: _____

Contact person: _____

Phone #: _____

Date BF Picked up: _____ Time: _____

Date BF Returned: _____ Time: _____

The Child Care Resource Center Bookstore agrees to:

- Receive and process Book Fair Application.
- Provide new, undamaged materials in the form of books, CDs, and/or musical instruments to be sold at the participating organization's site.
- Select materials in regard to the book fair participant's application, and pack in storage boxes for the contact person to pick up on a designated date.
- Provide an itemized list and price of all materials for the participating organization to track as sales are made.
- Provide additional resources (see attached list).
- Process/receive all unsold materials.
- Calculate total earnings of book fair.
- Provide Store Credit for 25% of net sales for participating organization.

The Book Fair Participant agrees to:

- Pick up materials on a designated date and time at the Child Care Resource Center.
- Provide proper identification.
- Review checklist of items received or delivered.
- If petty cash is included, count out all currency and sign verification form with Bookstore Staff.
- Check off books, CDs and musical instruments as they are unpacked to confirm the itemized list is correct at their site. If there is a discrepancy, the Bookstore must be contacted ASAP or the participating program assumes responsibility for the missing items.
- Calculate and collect .08517% sales tax with each transaction.
- Complete a sales receipt form for each transaction, or a credit card processing slip if payment is made by credit or debit card.
- Be responsible for any lost or damaged items returned to the Bookstore.
- Return all Book Fair materials to the Bookstore by the scheduled, agreed-upon time.
- Receive 25% Store Credit of net sales.

Participating program and the Child Care Resource Center Bookstore agree to the all requirements as stated in this Agreement.

Participating Program Contact Person

Date

CCRC Bookstore Staff

Date