

# Bedford Falls Book Fairs Set-Up Guide

For our standard book fair, Bedford Falls delivers inventory on approximately 9 to 11 floor racks, 6 rolling carts, and in a limited number of boxes –all are clearly labeled by category. These labels help students, teachers, parents, and volunteers locate the titles most appropriate for a child's interest and reading level. Depending upon your school's requests, these categories may include:

- Fiction and non-fiction **early readers** for students beginning to read with help and on their own
- **Transitional books** for children in the early grades
- **Popular series** for mid and upper level elementary grades
- **Non-fiction selections** for those interested in science, history, biography, and general reference
- **Chapter books** by well-known and new authors, including many **Newbery Medal** and **Newbery Honor** winners
- Quality **advanced reader** selections for upper elementary students reading at a middle-school level
- **Holiday titles** for all reading levels
- **Paper and hardback picture books** for classroom and family read-alouds
- **Educational activities** that stimulate learning in children of all ages
- **Special displays** which focus on a theme or topic appropriate for your school
- **Bargain-priced books** for those who love a great deal
- Many others, such as **classics, sports, board books, and classroom resource titles**

Our drivers will work with you to arrange the fair as you wish, however, it generally works well to arrange the carts, racks, and tables in "younger to older" order at the fair. We suggest that Holiday titles and other special displays be positioned for maximum exposure and visibility. It also works well to place the Activities display close to the checkout and to have the pencils, pens, grippers, erasers, and bookmarks on the checkout table itself. Other merchandise can be placed according to the school's space availability and particular interest.

Regardless of the arrangement, **every book fair is more successful when the items are visible, neatly arranged, and restocked as needed.** Encouraging volunteers to become well acquainted with the merchandise and to help keep it organized and accessible will increase your sales and your profit.

Please refer to our web site for additional tips and for complete details on rack & cart size and category descriptions.

The Point-of-Sales tablets and phones, scanners, printers, and bookplates are in the toolbox. Please remember to **charge all devices nightly and as needed during the day.** Many technical issues can be avoided by keeping everything fully charged.

## Pack-Up Instructions

- Items that arrive on carts or racks should be left on these for pick-up. It is not necessary (in fact, please don't!) for you to repack these items.
- Items that come in boxes should be carefully put back into the boxes in which they arrived.

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This is a tremendous help to our staff when the book fair returns to our warehouse.

- Any items that have been pulled for wish lists or other displays, but not purchased should be put back onto their original cart or rack if possible.
- All point of sale devices should be put in the toolbox container in which the items arrived. This should be given to the driver at pick-up.