



Book Fair Guide

Bedford Falls Book Fairs
2801 Spring Forest Road, Suite 103
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We are excited to be part of your book fair! We hope the enclosed forms help your book fair run smoothly.

- Tip Sheet
- Set-up Guide
- Book Bucks Sheet
- Gift Certificates
- Reorder Form
- Volunteer Guide
- Daily Cash Report
- Teacher Wish/Donation Slip
- Sample Student Wish List Form
- Evaluation Form
- Sales & Profit Calculation Forms
- State Resale Certificate

Important Notes:

Please keep all devices charged at all times. You can submit your **reorders** two ways:

1) entered in your tablet or 2) faxed to our warehouse. We appreciate receiving your reorders by **Noon** each day. This allows us process your order in a timely manner for next day delivery (BFBF Zone 1).

Please complete the invoice and return with payment within 5 business days. The invoice and payment should be mailed to the address shown at the top of the invoice form.

Please take time to **complete the evaluation** form at the end of your book fair. We want to hear your feedback!

Please let us know how we can help make your fair *the best* book fair!

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