



# Set-Up Guide

The book fair delivered to your school will be determined by the conversation with your account representative. Elementary schools typically receive 11 racks with 6 carts, while middle schools are generally sent 8 carts. Additionally, each school will receive several boxes of books, like Bargain and Science, that are clearly labeled by category to assist with set up. Please note that racks and carts have signage, but boxed items do not.

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 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.

You will be provided with a banner and curbside yard signs to promote your fair. Please place in visible areas and save the banner box for repacking after the fair is completed.

The Point-of-Sales tablets, 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. 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.
- **Please return the banner and yard signs.** Thank you!