

Place Your Order!

It's easy to place your order.

Just remember this important information:

■ MINIMUM ORDER AMOUNT

The minimum order amount is \$500 after the Book Fair discount.

■ PAYMENT

Payment must be made in U.S. dollars. Checks (from U.S. bank accounts only) or money orders should be made payable to Scholastic Inc. MasterCard, Visa, American Express, and Discover are also accepted by providing the necessary information on the order form.

■ SHIPPING AND HANDLING OPTIONS

Shipping and handling is not included in our prices. Refer to the information below for postage charges. Please note that if you are using a freight forwarder, we will ship product to its U.S. location free of charge!

Please add 25% shipping and handling; minimum postage of \$25. Allow 4–6 weeks for delivery. High-volume orders may require special shipping arrangements with corresponding charges. Please contact Scholastic International Customer Service for more information.

■ BOOK TITLE AVAILABILITY

There are no back orders. Book titles which are not available at the time your order is processed will be cancelled from your invoice. To ensure that you receive the quantity of books needed for your Book Fair, we offer you the option to substitute for out-of-stock titles (see substitution section at the back of order form).

■ SCHOLASTIC RETURN POLICY

Scholastic offers a Return Policy to Book Fair customers. You may return books in resalable condition for credit, your only cost being the return postage. Opened collections or book packs are not returnable. Scholastic will accept returns within 120 days from the invoice date. Please send to this address: Scholastic Inc., Attn: Book Returns, 3030 Robinson Road, Jefferson City, MO 65101



Scholastic International Customer Service

Phone: (573) 632-1687 or (646) 330-5288 (24 hours a day!)

Fax: (573) 632-1304 E-mail: exportfairs@scholastic.com

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 SCHOLASTIC
INTERNATIONAL

Everything you need to know to run a successful Scholastic Book Fair!



If you have any questions or would like an ordering/promotional kit, please contact us:

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Fax: (573) 632-1304 E-mail: exportfairs@scholastic.com Web: www.scholastic.com/international

Welcome to Scholastic Book Fairs

Scholastic Book Fairs are exciting events that bring families, teachers, and students together to share the joy of reading. The Book Fairs are a great way to promote reading and expand your school's library with a wide range of books!

Running a Scholastic Book Fair is rewarding!

- PROMOTE READING AND BUILD SCHOOL, CLASSROOM, AND HOUSEHOLD LIBRARIES.**
- CHOOSE FROM THOUSANDS OF THE MOST POPULAR SCHOLASTIC TITLES:**
 - Books that encourage a love of reading, while promoting and developing learning.
 - A diverse range of award-winning fiction, nonfiction, poetry, and picture books.
- GET UP TO A 45% DISCOUNT ON YOUR ORDER.**
 - Choose titles from the Scholastic Classroom and Library Catalog. The 45% discount applies to all titles on the Book Fair order form except for Collections titles, which are already deeply discounted.
- GET FREE PROMOTIONAL MATERIALS TO HELP YOU ORGANIZE AND PLAN YOUR BOOK FAIR:**
 - Colorful posters to advertise the Book Fair.
 - Banners and signs to direct children to the event.
 - A How-To Guidebook and Organizer's Folder to help you plan and organize your Book Fair.
 - Classroom Wish List materials to enable teachers to request special books for the school or for their classroom. Students and/or parents can purchase "Wish List Books" and donate them in their name to the school or library.
 - Tablecloths to decorate display tables.



Book Fairs Are Easy to Run...Here's How

- **Good planning is critical!** Place your order well in advance to give yourself plenty of time to plan and advertise your fair.
- **Publicize!** The more you spread the word, the more success it will bring to your Book Fair. Send students home with flyers and announcements to inform parents. Display posters and flyers in your school and around your community!
- **Build excitement!** Book Fairs are fun and children look forward to them. Get your students involved by throwing a poster and banner contest. Decorate your Book Fair location with the students' artwork.
- **Have fun!** A Book Fair brings the school and community together to celebrate reading.

Step-by-Step Guide to Running Scholastic Book Fairs

- SET A DATE**
Select your Book Fair date and reserve a location (gym, library, hallway, etc.). We recommend 8–10 weeks in advance.
- SELECT YOUR TITLES**
Review Scholastic Book Fair ordering material. Fill out your order form and calculate your order. Forward your order to Scholastic by e-mail, fax, or mail for processing.
- LOOK FOR VOLUNTEERS**
Set a planning meeting with volunteers. Make a list of volunteer jobs (set up, publicity, class scheduling, contest planning, clean up).
- RECEIVE YOUR ORDERS**
Receive delivery of books. Check the inventory and organize set up.
- PREPARE PUBLICITY**
Display signs and posters two weeks before the Book Fair. Send a letter home inviting parents to the Book Fair. Post announcements/flyers on school bulletin boards and throughout the community. Set a classroom schedule of times when classes visit the fair. Set up and decorate your Book Fair at your reserved location.
- AFTER THE BOOK FAIR**
Decide how your school will use any remaining inventory. Contact Scholastic if you plan to hold a second fair, and we will provide additional promotional materials. If you plan to return remaining inventory, make a list of the items and mail them back to Scholastic.



Thank volunteers and congratulate yourself for a successful Scholastic Book Fair!