



PARADIGM BOOKS BOOK FAIR AGREEMENT

- Paradigm Books (“Paradigm”) will supply books and merchandise to the _____ Parent Teacher Student Association (“PTSA”) for a Book Fair taking place at _____ (“the School”) on _____.
- Paradigm will create a book list for the fair for the PTSA to review. We will aim to agree on a final list by _____. After that time, Paradigm will decide if further changes are possible.
- Paradigm requests that the PTSA limit their additions to the list to 10% of the list. Your list is made with expertise in the field after discussing needs/wants with the committee, so extra additions may throw off the carefully curated product mix.
- We will work with School representatives to pick out appropriate games and toys from Paradigm to sell at the fair if the school wants to carry them. Depending on what is chosen, the school’s percentage of sales of games and toys may be different than the amount for books. Non-book items are subject to availability.
- Paradigm will deliver the books and games to the school on _____ and pick up the unsold items on _____. Paradigm staff will unload the truck on delivery and load it with the unsold books at pickup after the fair. Paradigm staff will not transport the boxes within the school. Paradigm will also supply wire display racks.
- The PTSA will arrange movement of the racks, books and games after delivery, set-up the Fair, take down the Fair, conduct the Fair itself, and return the racks and any unsold books and games to an agreed upon location at the School for pick-up by Paradigm. All returns must be in sellable condition.
- For processing credit and debit card payments, Paradigm will supply the PTSA with two devices with scanners for use at the Fair, equipped with Square. Paradigm can also help the PTSA upload Square software to its own iPads for additional checkout: those iPads won’t be able to scan, but will be able to process sales. Square will automatically charge 6% Maryland tax on all purchases, and can also be set not to charge tax for any tax-free sales that may occur.
- Paradigm will offer one training for school volunteers on use of the iPads and Square. Paradigm will also provide written instructions for anyone who is unable to attend the fair.
- Any available re-stock of books during the fair may be picked up at the Paradigm DC store by the PTSA. Backorders for sold-out books will be placed after the fair. Paradigm will make every effort to get all the re-ordered books. On rare occasions, a publisher may be out of stock of a book and we won’t be able to fulfill a request.
- After the fair, the PTSA will receive _____ of the pre-tax total book sales, minus the wholesale cost of any returned damaged items. The PTSA may choose to set aside some or all of its share to buy books at Paradigm stores for the School.

for Paradigm Books

for the PTSA