

Instructions to Pack-up

CARTS: Books delivered on carts should be kept on carts just as they arrived for pick up. Carts roll back “as is” for refurbishment in our warehouse. Please try to replace any strays back on the original cart when possible.

WIRE RACKS: Books delivered on racks should be kept on the same racks for pick-up. We appreciate it if volunteers have time to “straighten up” any books that may have tipped over on the rack, or are out of place.

TUBS: To help facilitate inventory being “re-absorbed” back at the warehouse, packing items into properly labeled tubs is very helpful. For example, all activity items should be re-packed into the tubs labeled “Activities”, etc. Please pack all items carefully to minimize the chance of damage.

Credit Card Scanner/ Misc. items: Please return the charge card scanner(s), unused paperwork, bookplates, etc. in the cashier’s tub at the end of the book fair.

When all sales are complete, total all the credit card slips and then place the Merchant copies into the enclosed envelope labeled with your school name. All credit card slips have personal information and should be kept secure. Immediately before the fair is picked up, place the Merchant Copy envelope in the Cashier Bin.

Laptop & Equipment: If you were provided with a laptop, then please return the laptop, scanner, power cords, 10/100 Ethernet LAN cable (optional), surge protector (optional) and any equipment in the box or tub provided.