



# **Helpful Hints Manual**

## **“Just Pop the Top and Shop”**

A Complete, No Risk, Educational Holiday Program

My Holiday Fair in School Store  
1522 Main St. • Anderson • IN • 46016  
Phone: 877.842.0624 • Fax: 800.640.1868

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# How It Works

My Holiday Fair provides your school or organization with an all-inclusive Christmas Fair program offering a wide variety of quality merchandise at affordable prices. My Holiday Fair will give children the exciting experience of making their own decisions while shopping for gifts in a familiar, noncommercial atmosphere provided by your volunteers. Students will learn about budgeting and using money. They also experience the joy of giving when they see they have chosen just the right gifts.

Students, teachers, and parents enjoy shopping at My Holiday Fair! All money is collected immediately. Your school selects the amount of profit desired or can run the sale as a service project for your students. There is no risk. All items are on consignment and we pay all freight costs. Your organization only pays for the gifts that are sold. We provide all the promotional items needed to hold a successful My Holiday Fair.

Your cost of the items range from \$0.13 to \$14.00. The My Holiday Fair items will arrive pre-packed and organized in our exclusive Tray/Bin Display Boxes that makes setup quick and easy and keeps all of your merchandise organized for trouble-free sales!

## Planning Suggestions

- Select your dates and coordinate with your school principal and our company representative to avoid any conflicts.
- Plan to allow several weeks prior to My Holiday Fair to organize your volunteers, to publicize My Holiday Fair, make announcements and print any information on the back of the Parent Letters.
- Choose an area in which to set up My Holiday Fair where gift merchandise may be secured and where there is enough room for children to shop. (Please note: My Holiday Fair gift merchandise comes pre-packed in our exclusive Tray/Bin display boxes which are easy to set up and take down daily if needed.)
- You will need at least four 8' tables.
- Make copies of relevant Helpful Hints instructions for your volunteers so everyone knows their job.

## Supplies You Will Need to Run My Holiday Fair

1. Tape: masking and clear tape
2. Markers
3. Staplers
4. Calculators with tape
5. Pencils, pens
6. Snacks and drinks for volunteers
7. Decorations, Holiday music

8. Name tags for volunteers
9. At least 4 -8' long tables
10. \$50.00 in change

Other Useful Items: Shopping baskets, volunteer buttons, hats, ribbons, aprons or t-shirts, etc.

## Scheduling

- Schedule three to five days for shopping, depending on the size of enrollment. Decide how many classes will shop each day, allowing about 30-45 minutes per class. Make sure you have allowed enough days for your shop.
- Decide whether you want to have a preview or walk-through so students can plan their gift lists.
- Post or circulate a schedule so teachers can select times for their classes to shop. Make sure to do this several weeks ahead of time.
- In scheduling classes, try to mix older and younger grades each day to better judge which items to reorder.
- Schedule dates, starting several weeks before My Holiday Fair, to put up posters, distribute flyers and send home letters to parents.
- Budget Envelopes should be sent home with students two or three days before My Holiday Fair to help children plan their gift lists and budgets with their parents.

## Organizing Volunteers

- Start early recruiting volunteers and delegate! Don't try to do it all yourself.
- We suggest recruiting at least five people to run the actual Holiday Fair. One or two as cashiers, one or two to help fill orders at the tables, and one or two to help children make their decisions.
- Give each volunteer a note with their job, as well as date, time and place. Confirm by telephone, a day or two before their scheduled assignment.
- In the weeks before you hold My Holiday Fair you will need someone to be in charge of: Distributing the parent letters & money envelopes, coordinating plans with the school staff, recruiting and organizing volunteers, and running the actual Holiday Fair.
- You will need one or two volunteers to count any unsold items left after the Fair to be returned (complete an ending inventory). Your inventory control volunteers should also be in charge of ordering additional merchandise and completing the Inventory Control Worksheet on the sponsor website.

## Promoting My Holiday Fair

The following are promotional items furnished at no charge:

- Parent Letters in English and Spanish
- 6 Colorful wall posters
- Budget Envelopes
- Tablecloths

## Setting Up My Holiday Fair

- When we ship your kit of merchandise, it will be made up of several boxes and it may take 2-3 days for all of your boxes to be delivered.
- Tell the school secretary or custodian, who will receive the shipment, to make sure the number of boxes matches the number that UPS delivers, before signing. Any missing, damaged or open boxes must be noted with UPS at the time of delivery.
- Each master case will contain 3 Tray/Bin Display Boxes. One case will be marked "Paperwork Enclosed," Open this box first.
- Record any damaged/missing items on the inventory control worksheet before the start of your sale. Bag items together and ship back with your unsold merchandise.
- Program the cash register or mobile cash register application with your chosen % markup.
- Set up your tables and cover them with our free tablecloths. Each Tray/Bin Display is marked with a Tray number. Place each Tray/Bin Display side by side next to each other on two 8' tables. Open each Tray/Bin Display lid and write your selling price on each label found above or below each gift. My Holiday Fair is designed to give you maximum flexibility in pricing your gift items. Whether you are using the fair as a fundraiser or a non-profit project, the markup selling price of the gifts is completely at your discretion.
- Set up your cashier table(s) at the exit to My Holiday Fair. Make sure your cashiers have plenty of change, price code list, price list and calculators.
- Keep your empty My Holiday Fair master cases and cash register box (if applicable) in a secure place to re-use at the end of your fair.

## Running My Holiday Fair

- You may want to appoint a team leader for each shift. Make sure team leaders are familiar with all procedures.
- The first team each day will bring the gifts out of storage (if you have to lock them up), organize gift stock and make sure all supplies are on hand.
- Overlap shift times so your volunteers arrive several minutes before their shifts to acquaint themselves with the gift selection and shop procedures. This makes a smooth transition and also gives them time to talk to the previous team.
- At their scheduled time, teachers bring their classes to My Holiday Fair. Teachers should make sure everyone has their Budget Envelopes and money.
- It is easier to have only 10 to 15 children shop at one time.
- Note: gift items that are in low supply which you may want to "Reorder" or place on a "Rain Check" (see page 10).
- Count and make a note of the day's sales. It is always a good idea to deposit the money into the organizational checking account as quickly as possible.

## Online Sponsor Website

To Access the Sponsor Website go to [www.myholidayfair.com/sponsor](http://www.myholidayfair.com/sponsor). Enter the User Name and Password which are included with your initial paperwork. If you need your login information please call customer service at 877.842.0624. After you are logged in you will be able to do the following.

### Damaged/Missing

Damaged/Missing items can either be entered by expanding the left side to show all items from which you can enter a quantity for each damaged/missing item or you can enter the item number and quantity damaged/missing on the right side of the page. Once all items are entered you can click "Add to Damaged/Missing Basket" and then "Submit Damaged/Missing." Your Inventory Control Worksheet will be updated.

### Reorders

Reorders can either be entered by expanding the left side to show all items from which you can enter a quantity for each item needed, or you can enter the item number and quantity on the right side of the page. Once all items are entered you can click "Add to Basket" and then "Place Order" the order is sent to My Holiday Fair to be filled and your Inventory Control Worksheet will be updated.

### Returns

Returns can be entered by expanding the left side to show all items from which you can enter a quantity for each item being returned, or enter the item number and quantity on the right side of the page. Once all items are entered, click "Add to Return Basket" and then "Submit Returns". Once submitted the Inventory Control Worksheet will be updated.

### Coupons (Kids Kash)

Enter in the quantity of Kids Kash Coupons that were redeemed at the fair (if applicable).

### Inventory Control

It will take a few moments for the worksheet to display. Once displayed, you will see a complete list of your initial inventory and give you the total amount due for the Fair. You can print this page and keep it for you records. After your returns are entered (see above), the worksheet will calculate the payment you need to submit to My Holiday Fair. You can download the Check/CC by Fax form, tape the check to it and fax to My Holiday Fair at 800.640.1868.

### Mobile CR Sales

Tracks the total sales entered into the Mobile Cash Register application.

### Resources

Download or printed documents you may need.

## Pricing Information

Determine the amount of profit you want to make (see chart below). Sell items by the "Price Code" stickered on them. Provide the cashier with the price code list which will also have the selling price listed on it. *YOU MUST MARK UP THE MERCHANDISE TO EARN A PROFIT.* All merchandise on the inventory control worksheet is priced at your cost. The markup % you choose is not the profit % you will make. There is calculation to figure profit. PLEASE DO NOT mark prices on the gifts. Mark your prices on the Tray/Bin Price Labels attached to each box.

Price Code	School Cost	10%	15%	20%	25%	30%	40%	50%	_____ %
2	\$.13	\$.15	\$.15	\$.20	\$.20	\$.20	\$.20	\$.20	\$
3	\$.23	\$.30	\$.30	\$.30	\$.35	\$.35	\$.35	\$.40	\$
4	\$.45	\$.50	\$.55	\$.55	\$.60	\$.60	\$.65	\$.70	\$
5	\$.90	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.30	\$1.35	\$
6	\$1.35	\$1.50	\$1.55	\$1.65	\$1.70	\$1.80	\$1.90	\$2.05	\$
8	\$1.85	\$2.05	\$2.15	\$2.25	\$2.35	\$2.45	\$2.60	\$2.80	\$
9	\$2.25	\$2.50	\$2.60	\$2.70	\$2.85	\$2.95	\$3.15	\$3.40	\$
10	\$2.75	\$3.05	\$3.20	\$3.30	\$3.45	\$3.60	\$3.85	\$4.15	\$
11	\$3.25	\$3.60	\$3.75	\$3.90	\$4.10	\$4.25	\$4.55	\$4.90	\$
12	\$3.75	\$4.15	\$4.35	\$4.50	\$4.70	\$4.90	\$5.25	\$5.65	\$
14	\$4.50	\$5.00	\$5.20	\$5.40	\$5.65	\$5.90	\$6.30	\$6.75	\$
15	\$5.50	\$6.05	\$6.35	\$6.60	\$6.90	\$7.15	\$7.70	\$8.25	\$
16	\$6.50	\$7.15	\$7.50	\$7.80	\$8.15	\$8.45	\$9.10	\$9.75	\$
17	\$7.50	\$8.25	\$8.65	\$9.00	\$9.40	\$9.75	\$10.50	\$11.25	\$
18	\$9.50	\$10.45	\$10.95	\$11.40	\$11.90	\$12.35	\$13.30	\$14.25	\$
19	\$11.50	\$12.65	\$13.25	\$13.80	\$14.40	\$15.00	\$16.10	\$17.25	\$
20	\$14.00	\$15.40	\$16.10	\$16.80	\$17.50	\$18.20	\$19.60	\$21.00	\$

### **FOR EXAMPLE, price code 15 school cost - \$5.50**

\$5.50 item marked up 10% is \$6.05. \$0.55 (markup) divided by the end cost for the item (\$6.05) is a 9% profit (\$0.55÷\$6.05=9%)

\$5.50 item marked up 20% is \$6.60. \$1.10 (markup) divided by the end cost for the item (\$6.60) is a 17% profit (\$1.10÷\$6.60=17%)

\$5.50 item marked up 30% is \$7.15. \$1.65 (markup) divided by the end cost for the item (\$7.15) is a 23% profit (\$1.65÷\$7.15=23%)

\$5.50 item marked up 40% is \$7.70. \$2.20 (markup) divided by the end cost for the item (\$7.70) is a 29% profit (\$2.20÷\$7.70=29%)

\$5.50 item marked up 50% is \$8.25. \$2.75 (markup) divided by the end cost for the item (\$8.25) is a 33% profit (\$2.75÷\$8.25=33%)

# How to Program the Cash Register

Do NOT use the decimal button on the keypad for any functions. Anything in **BOLD** type is a register button you need to press. Follow these steps exactly as written to successfully program the cash register for your prices, price codes or department keys.

- 1 Install back up batteries – This step is extremely important to prevent memory loss in the event your register becomes unplugged.
- 2 Install register tape. Certain models will not operate without tape.  
*STEP #3 IS OPTIONAL*
- 3 Set date and time
  - Turn the key to PGM Mode – To set DATE simply follow this example
    - December 01, 2013:  
Enter **(1)** – **(SUBTOTAL)** – year **(14)** – month **(12)** – day **(01)** then **(X/FOR DATE TIME)** then **(C C/AC)**
  - To set the TIME simply follow these examples using MILITARY TIME
    - 01:25pm:  
Enter **(1)** – **(SUBTOTAL)** – time **(1325)** then **(X/FOR DATE TIME)** then **(C C/AC)**
- 4 At this step you must determine the percentage that you plan to mark up your items. My Holiday Fair is your store, you decide if and how much you would like to make in profit. For a service project to your school we suggest you use the 10% markup. You can see a complete list of markup pricing in the Profit Program section of the Helpful Hints Manual (page 6). You will also need to decide if you will be using the same markup % across the board for every item or if you will be using a different % for each item. We recommend that you program your register by using the PRICE CODES.

To program the price codes for your register - one specific markup (i.e.10%)

- 5 Enter **(1)** – **(SUBTOTAL)**, enter the price you will charge for that specific PRICE CODE, enter the **(DEPARTMENT KEY)** that corresponds with the PRICE CODE.
  - For *example*: To begin, enter **(1)** – **(SUBTOTAL)** then
    - **(10)** for \$0.10 – **DEPARTMENT KEY 1** > (continue with next price/department key)
    - **(150)** for \$1.50 – **DEPARTMENT KEY 2**
    - **(1250)** for \$12.50 – **DEPARTMENT KEY 3**
  - Continue with each price and corresponding **(DEPARTMENT KEY)** until all price codes have a department key, and then enter **(SUBTOTAL)**. You are now finished in programming mode. The register will print a receipt with what you programmed to confirm all prices were entered correctly.



### To program the price codes for your register – different markup %

This allows you to use a different % markup for each My Holiday Fair PRICE CODE. You will need to program prices for ALL of the My Holiday Fair PRICE CODES

- For example: To begin, enter **(1) - (SUBTOTAL)** then
  - (price code) **1 - (PLU/S.DEPT) - (10)** for \$0.10 **(CA/AMT=TEND) >**  
(continue with next price code)
  - (price code) **2 - (PLU/S.DEPT) - (150)** for \$1.50 - **(CA/AMT=TEND)**
  - (price code) **3 - (PLU/S.DEPT) - (1250)** for \$12.50 - **(CA/AMT=TEND)**
    - Continue until all price codes and prices have been entered then enter **> (SUBTOTAL)**
- Now you're ready to move your key to the REG position and begin checking your price codes to ensure accuracy.
- Enter each PRICE CODE then enter **(PLU/S.DEPT)**. When finished entering all codes, enter **(SUBTOTAL)** then enter **(CA/AMT=TEND)** receipt will print out - check prices with department keys.

## How to use the Cash Register

To begin using your register:

- Place the PGM Key into the REG Mode.
- To ring up items
  - By PRICE CODE.
    - Enter the PRICE CODE then **(PLU/S.DEPT)** for each item.
- To ring up items
  - By **DEPARTMENT KEY**
    - Enter the **DEPARTMENT KEY** assigned to that price code.
- When finished ringing up the sale, press **(SUBTOTAL)** key to display the total amount due. Enter the amount of money the customer gives you (i.e. \$1200 for \$12.00, NEVER use the decimal key). Press **(CA/AMT=TEND)** and the register will display the amount of change that should be given back.

*This register is not meant to keep your inventory records, it is simply to be used to add your student's items and calculate change. For additional support please contact 877-842-0624 or look on [www.myholidayfair.com](http://www.myholidayfair.com) for the full cash register user's manual*

# Mobile Cash Register

Open your Internet browser. Go to [www.myholidayfair.com](http://www.myholidayfair.com). Using any tablet, smart phone or computer, click on the Mobile Cash Register tab. You will need internet access for the short installation period, but you will not need internet to use the Mobile Register. However, to use the full features of our Mobile Register and Sponsor Website, connect all the devices used to the Internet at least once a day to upload your daily sales totals. When the login page loads, you will need to enter the user name and password included with your paperwork. If you need your login information, please call customer service at 877-842-0624. (You can have as many devices logged on at the same time as you need.) Keep the mobile register and web browser running in the background (on a mobile device or tablet) in order to have access to the mobile register once internet service is no longer available.

## Setup

After you login, you will see a page with “Pricing” at the top. Use this page to set the prices you will be charging during your My Holiday Fair sale. There are several predefined price levels ranging from 10% markup to 50% markup. To select one of the predefined levels, simply click on the drop down box and click on the level you desire. If you want to set you own prices, select “Holiday Shop SP%.” When you select this option click on each button and then enter in your own prices. You will need to do this for each device you will be using during your sale. Once all buttons are set, click the next button at the bottom of the screen. The page will then display the pricing. If it is all correct, click “Use Pricing “at the bottom of the screen. **IMPORTANT - make sure you set up each device you will be using with the same prices. We suggest you check the price levels on each one before you begin using them for your sale.** To make it easier to get back to the cash register app, add a shortcut to your home screen on your device.

## During the My Holiday Fair Sale

Once the prices are set up by using the above instructions, you are ready to begin checking out students. You can have different volunteers walk with each student and check them out as they shop, or if you prefer, you can wait until they are finished shopping and check them out at the end of the line. When checking out the student, simply click the price code button for each item selected. Each price code can be selected multiple times and the number selected changes as you proceed. If you make a mistake or the student changes their mind and you need to remove an item, click the “Add” button at the bottom of the screen and it will change to “Remove”. Then click the price code for the item(s) you want to remove. The quantity will reduce. Once you are finished removing items, click the “Remove” button and it will change back to “Add”. You can now continue adding more items. During the check-out process for each student, a running balance for the numbers of items and total dollars will appear. Once you have completed entering all the items and you are ready to collect the money, click the “Check Out” button. On the next screen enter the amount of money the



## Rain Check Program

- Occasionally you may run out of the more popular gifts. For this reason we have provided you with multiple items in each of the lower priced levels. Remember, you are running a small business. Therefore, try to sell merchandise you have left while waiting for reorders to arrive or before taking a rain check.
  - Place **ONLY ONE** rain check order with My Holiday Fair at the **END** of your sale for all items purchased but not available at the time of sale. Distribute rain check items to students when your order arrives. See rain check print out on page 13-14.
- Fill out a rain check form and give one copy to the student's teacher and keep one copy to submit your rain check order at the **END** of your sale. Items should be paid for at the time of purchase even if submitting a rain check.

### **PLEASE NOTE:**

Rain checks are sent UPS ground unless you agree to pay ½ of the overnight shipping cost. Rain checks are not sent out to the school until we can fulfill the order completely. If an item becomes unavailable it will be substituted with a similar item. **Rain checks are NOT guaranteed to be delivered by the last day of school before break.**

## Reorder Program

- You may reorder items at any time during your sale. The first reorder that is placed will receive **FREE next business day** UPS delivery when ordered by 4:00pm EST. Go online to the Sponsor Login, fax or call My Holiday Fair to place your reorder. You may reorder double what you originally received. Reorders placed after the **ONE FREE next business day** UPS delivery will ship via **GROUND UPS** (*please allow for extra time to receive Ground UPS reorders*) (Please note: You can pay ½ of the overnight shipping cost for additional overnight reorders.) A FAX reorder form is included with the paperwork. Make copies of this blank form to fax reorders as needed to My Holiday Fair. Please reorder the merchandise by item number and quantity.
- Due to the unforeseen popularity of certain gifts and the short selling period for all schools, we can't guarantee every item will be in stock at all times. If we run out of reordered items, we will substitute the item for a similar item.
- Write the quantity you reordered in the space provided on the Inventory Control Worksheet. Make sure to compare these numbers with your reorder paperwork that will be sent in the box with reorder merchandise.

# My Holiday Fair Rain Check

STUDENT/TEACHER COPY

Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	



Student Name	
Item #/Description	
Teacher	





# My Holiday Fair Daily Collection Record

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_

Sponsor: \_\_\_\_\_

**Please Note:** Payment is due within 2 weeks of the end of the fair.

Mail Payment to:

My Holiday Fair  
1522 Main St  
Anderson, IN 46016

Or

Fax Payment using our

Check/CC by fax form to:  
800-640-1868

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	Weekly Total
Sales	\$	\$	\$	\$	\$	\$	\$
Sales	\$	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$	\$

<b>TOTAL SALES</b> \$ _____
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## Closing Out My Holiday Fair/Merchandise Return

- Using the Inventory Control Worksheet will make closing your sale a simple process. You must count all unsold items after My Holiday Fair's last day. Go online to [www.myholidayfair.com/sponsor](http://www.myholidayfair.com/sponsor) (see page 5), once you have logged in, click on the "Return" tab. Enter in the return quantities of any unsold merchandise. Click Add to Return Basket and then "Submit Returns." After you have submitted your return merchandise click on the "Inventory Control" tab. This will automatically calculate your Grand Total due. You may then print out the Inventory Control Worksheet as your invoice. If you should need help, please call 877-842-0624.
- After your final inventory is taken, combine all left over merchandise into as few Tray/Bin display boxes as possible. Simply close each Tray/Bin and place 3 Tray/Bin boxes into each one of the original master cases.
- Make three copies of the completed Inventory Control worksheet. One for your records, one to send with your payment and place one in a Master Case.
- Tape up all of the boxes and the Cash Register on loan (if applicable) and apply one UPS Return Label to each box (labels provided by My Holiday Fair). If you need more UPS Return labels, please call My Holiday Fair at 877-842-0624. Place the boxes in the front office where the UPS driver will see them and can pick them up on the next UPS delivery day. If the boxes are not picked up within 5 days, please call My Holiday Fair to schedule a pick up.

## Payments

- Write a check payable to My Holiday Fair for the amount due on the Grand Total Section of the Inventory Control Worksheet. Tape your check(s) to the "Check/CC by Fax Payment Form" included in your paperwork kit or download a Check/CC by Fax Payment Form from our Sponsor Login under the "Resources" tab.
- Complete the bottom section of the Check/CC by Fax Payment Form and Fax the form to My Holiday Fair at 800-640-1868. If you have any problems, please call Customer Service at 877-842-0624.
- If Fax isn't available, please mail your payment in a separate envelope to My Holiday Fair, 1522 Main Street, Anderson, IN 46016. (Please do not send your payment with returning merchandise.)
- Keep all copies of paperwork and payment for your records.
- Payment is due within 2 weeks of the end of the fair. The payment amount is determined by the calculations on your completed Inventory Control Worksheet on the sponsor website which will serve as your invoice/receipt.
- Past due accounts are subject to 25% of the balance due

## NON INVENTORY OPTION:

Choosing the “non-inventory option” is an easy way to go. You simply set up the trays, run your shop, turn in daily sales totals, pack your product up in the least amount of boxes, and attached the U.P.S. labels for return. There is no counting product or keeping track of missing and damaged items. It is that easy!

### Here is how the program works:

- The My Holiday Fair will ship in the merchandise before the start of the shop. Simply unpack the trays and set it up by trays 1 -18.
- At the end of each day, run the “Z” report on the cash register or from the mobile go to mobile cr sales to get the daily sales total. This total will be filled in on your Daily Collection Worksheet and signed off by both the chairperson and treasurer/bookkeeper. (Please be sure these numbers are accurate as possible to avoid discrepancies at the end of the sale and further amount due being involved.)
- If you reorder merchandise, simply place the merchandise in the shop for sale to students... again you do not have to inventory it.
- At the completion of your shop, total all your daily sales totals and fill in the “Total Sales” on your Daily Collections Worksheets. This total will then be used to complete your final payment worksheet. Please keep in mind that the daily totals should match your “Z” report or the mobile cr sales report you ran and the end of each day and must be signed off for accuracy by both the chairperson and treasurer/bookkeeper.
- Complete the final payment worksheet and then use the “Check By Fax” form or mail final payment to our office within 3 business days of the final day of your shop. Please keep in mind that all payments must be made prior to December 31<sup>st</sup> or a \$50 late fee will apply.
- Ship or return the merchandise to our warehouse for verification. Once we receive the merchandise, back we will verify your account and notify you of any discrepancies we find. An invoice for those discrepancies will be sent over to you and payment must be made before December 31<sup>st</sup>. Please keep in mind to make sure that you follow the return instructions closely to ensure that all your merchandise is received back completely and in a timely manner to help avoid these discrepancies.
- \*\* DO NOT PUT PAYMENT INSIDE THE PRODUCT RETURN BOXES\*\*

Mail Payment to: My Holiday Fair – 1522 Main Street – Anderson Indiana 46016  
1-877-842-0624

# Daily Collection Worksheet

Day 1 Collected \_\_\_\_\_

Day 2 Collected \_\_\_\_\_

Day 3 Collected \_\_\_\_\_

Day 4 Collected \_\_\_\_\_

Day 5 Collected \_\_\_\_\_

Total Collected \_\_\_\_\_

Recommended mark-up is 10%

Take the total collected and multiply it by the below amount based on your markup.

Example: Total Collected \$2,852 and your marked it up 15% for a profit of 13%

Total Collected	\$2,852.00
Multiply by .87 x	0.87
Total due My Holiday Fair	\$2,481.24

Chart:	Multiply by	Approximate profit %
10% mark-up multiply by	0.91	9%
15% mark-up multiply by	0.87	13%
20% mark-up multiply by	0.83	17%
25% mark-up multiply by	0.80	20%
30% mark-up multiply by	0.77	23%
35% mark-up multiply by	0.74	26%
40% mark-up multiply by	0.71	29%
45% mark-up multiply by	0.69	31%
50% mark-up multiply by	0.67	33%



## Sample Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	PLANNING MEETING FROM COMMITTEES	START RECRUITING VOLUNTEERS			DISTRIBUTE WEEKLY PLANNER
Week 2	PREPARE LETTERS AND ANNOUNCEMENTS	MEET WITH SCHOOL OFFICIALS	PLAN STORE LOCATION, RESERVE TABLES		
Week 3	SEND FIRST TEACHER LETTER	SEND HOME STUDENT LETTER			PROGRESS MEETING
Week 4		PUT UP POSTERS AT SCHOOL			
Week 5					PROGRESS MEETING
Week 6	START P.A. ANNOUNCEMENT				
Week 7	P.A. ANNOUNCEMENT		HOLD VOLUNTEER'S RUN-THROUGH MEETING		SEND HOME BUDGET ENVELOPES
Week 8	SET UP SHOP	SHOP DAY 1	SHOP DAY 2	SHOP DAY 3	FINAL INVENTORY PACK UP, RETURN

# Planning Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					

# My Holiday Fair Volunteer Schedule

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone

Date:	Time:
Name	Phone





# My Holiday Fair Questionnaire

We work hard to make every My Holiday Fair program a wonderful experience for both you and your young shoppers. You can help us continue to improve on the high standards, quality products, and excellent customer service we strive to have by answering a few questions regarding your experience with My Holiday Fair.

<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither</b>	<b>Agree</b>	<b>Strongly Agree</b>
1	2	3	4	5

Customer Service was knowledgeable about your questions or concerns? 1 2 3 4 5

The website was easy to navigate? 1 2 3 4 5

Our product quality is higher than other companies you have used? 1 2 3 4 5

We offered a wide variety of products in each category? 1 2 3 4 5

We will use My Holiday Fair for our Christmas Store next year? 1 2 3 4 5

<b>Not at all Helpful</b>	<b>Not so Helpful</b>	<b>Neither</b>	<b>Somewhat Helpful</b>	<b>Very Helpful</b>
1	2	3	4	5

The Helpful Hints Manual is easy to understand and helpful for program directions? 1 2 3 4 5

The Profit Program is clearly explained and easy to understand? 1 2 3 4 5

The Sponsor Website and Mobile Cash Register instructions were helpful. 1 2 3 4 5

<b>Very Dissatisfied</b>	<b>Dissatisfied</b>	<b>Neither</b>	<b>Satisfied</b>	<b>Very Satisfied</b>
1	2	3	4	5

How satisfied were you with your reorder merchandise? 1 2 3 4 5

How satisfied were you with the overall My Holiday Fair Program? 1 2 3 4 5

**What are your comments or suggestions?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**My Holiday Fair**  
**Early Reservation Form**  
**With 2 Sign On Bonuses**\*(must sign by March 31)  
1522 Main St., Anderson, IN 46016  
[www.myholidayfair.com](http://www.myholidayfair.com)  
Phone: 877-842-0624 Fax: 800-640-1868

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SCHOOL PHONE: (\_\_\_\_\_) \_\_\_\_\_ SCHOOL FAX: (\_\_\_\_\_) \_\_\_\_\_

SPONSOR'S NAME: \_\_\_\_\_

SPONSOR'S PHONE: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

SPONSOR'S EMAIL: \_\_\_\_\_/\_\_\_\_\_

PROGRAM DATES: \_\_\_\_/\_\_\_\_/\_\_\_\_ THRU \_\_\_\_/\_\_\_\_/\_\_\_\_ ENROLLMENT: \_\_\_\_\_

\*\*please note that your kit of merchandise will arrive at the school approximately 5-7 business days before the sale starts  
Which one will you be using?

**SPONSOR WEBSITE & MOBILE CASH REGISTER? YES/NO**

**CASH REGISTER ON LOAN? YES/NO**

(Cash registers are required to be returned with unsold items and are subject to availability. Cash registers are **NOT** pre-programmed when you receive them. You must program price codes/prices into the cash register)

**Sign on bonus (Pick 2)\*:**

**A:** 6' Stocking filled with toy **B:** Steel Handle Hallway Cart **C:** Kids Kasha (600 student max) **D:** 8' Inflatable Snowman

**E:** Fire 7

### **RESERVATION FORM TERMS & CONDITIONS:**

#### **OBLIGATIONS OF MY HOLIDAY FAIR TO PROVIDE:**

Parent letters in English & Spanish	Pop the Top and Shop Display Boxes
Wall Posters	Helpful Hints Manual
Money envelopes	Table Covers
Small, Medium & Large Gift Wrap Sacks	Price Coded Merchandise
Large Take Home Sacks	UPS Return Labels
1 FREE next business day delivery on reorder	Mobile Cash Register App

#### **OBLIGATIONS OF SCHOOLS/ORGANIZATION:**

Please place all return merchandise boxes in the office with the provided UPS return labels. **Payment is due within 2 weeks of the end of the fair** (exception, if the fair ends the last week of school before winter break payment is due no later than January 15<sup>th</sup> or a \$50.00 late fee will be added.) Mail payment to: My Holiday Fair - 1522 Main Street - Anderson, IN 46016; or Fax payment to 800-640-1868 using our CHECK/CC by fax form. Please do not send your payment in the box with returning merchandise. **No invoice will be sent. Your inventory control sheet will serve as your invoice and receipt.** My Holiday Fair does not collect sales tax. If applicable, remit sales tax to your state. Cancellations occurring after November 1<sup>st</sup> will incur a \$300.00 cancellation fee. You are agreeing to pay in full for any merchandise that is not returned by February 1<sup>st</sup>. Delinquent accounts referred to our collection agency will be charged 25% of the balance due in addition to the past due balance.

**\*\*By signing this agreement you are acknowledging the acceptance of the above Terms & Conditions\*\***

SPONSOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SALES REP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_