



# **Helpful Hints Manual**

## **“Just Pop the Top and Shop”**

A Complete, No Risk, Educational Holiday Program

My Holiday Fair in School Store  
6640 Wedd Street • Merriam • KS • 66203  
Phone: 877.842.0624 • Fax: 913.888.6490  
[info@myholidayfair.com](mailto:info@myholidayfair.com)

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# Promoting My Holiday Fair

The following are promotional items provided at no charge:

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

## Example Daily Announcements

- This announcement is for ALL students! Remember that next week is the My Holiday Fair gift shop. Be sure to bring money to shop for your family & friends on your day. Your teacher can tell you what day your class gets to shop.
- Remember that next week is the My Holiday Fair gift shop. Be sure to bring money on your class day to shop.
- Remember the My Holiday Fair gift shop is going on this week. Be sure to bring money the day your class shops.

## Set-up

- Easy Set-up
- You need four 8 ft long tables to display boxes on
- 21 Trays/Bin Display Boxes - Set up boxes 1-21 Lowest price to highest price
- Pop the Tops
- Mark Pricing on Labels or by the labels for each item or box.
- Cash Box (provided)
- Bags (provided)
- Start-up Money (to make change)
- Have FUN

## Scheduling

- Schedule 3-5 days for sale and 30-45 minutes per class.
- Schedule your dates for My Holiday Fair.
- Put up posters, send flyers/letters and budget envelopes home with students 5-7 days before My Holiday Fair starts.
- When scheduling classes, try to mix older and younger students each day to better judge which items you will need to reorder.

# 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				SEND HOME BUDGET ENVELOPES
Week 7	P.A. ANNOUNCEMENT		HOLD VOLUNTEER'S RUN-THROUGH MEETING		SET UP SHOP
Week 8	SHOP DAY 1	SHOP DAY 2	SHOP DAY 3	SHOP DAY 4	FINAL INVENTORY PACK UP, RETURN

# Planning Suggestions

- Select dates and coordinate with school principal and our company representative.
- Allow several weeks prior to My Holiday Fair to.
  - ◆ Organize your volunteers
  - ◆ Publicize My Holiday Fair
  - ◆ Make announcements
  - ◆ Print any information on the back of the Parent Letters
- Choose area for My Holiday Fair where gift merchandise is secured and there is room for children to shop.
- At least four 8' tables needed

# Planning Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					

# Organizing Volunteers

- Start recruiting volunteers early and delegate! Don't try to do it all yourself.
- We suggest having at least five people to run **My Holiday Fair**: 1-2 cashiers, 3 to help children shop.
- Confirm each volunteer's date and time to work a day or two before their scheduled time. (Text them the night before reminding them.)
- A volunteer will need to distribute the parent letters & money envelopes; coordinate plans with school staff; and organize volunteers to run the **My Holiday Fair**.

## My Holiday Fair Volunteer Schedule

	Date:	
Time	Name	Phone

	Date:	
Time	Name	Phone



## Pricing Information

Determine the amount of profit you want to make (see chart below). Sell items by the “Price Code” stickered on them. *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 schools 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 09% profit ( $\$0.55 \div \$6.05 = 09\%$ )

\$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 ( $\$1.10 \div \$6.60 = 17\%$ )

\$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 ( $\$1.65 \div \$7.15 = 23\%$ )

\$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 ( $\$2.20 \div \$7.70 = 29\%$ )

\$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 ( $\$2.75 \div \$8.25 = 33\%$ )



# Online Sponsor Website

To access the Sponsor Website, go to [www.myholidayfair.com](http://www.myholidayfair.com). Go to the login tab and sponsor login. Enter the Username and Password, which are included on the front of this manual. 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**

- Expand the left side to show all items and item numbers. Enter any Damaged/Missing items the right side of the page. Hit “Add to Basket” after each item and it will move to the section below.
- Once all items are entered, you can click “Submit Damaged/Missing.” Your Inventory Control Worksheet will be updated, crediting you for the damaged or missing items.

## **Reorders – MUST BE SUBMITTED BY 4 PM EST TO RECEIVE NEXT DAY.**

- Expand the left side to show all items and you will be able to enter a quantity for each item needed.
- Reorders can also be entered on the right side of the page.
- Once all items are entered, you can click “Add to Basket” and then “Place Order”. The order will be sent to My Holiday Fair and your Inventory Control Worksheet will be updated. My Holiday Fair rep will email or call you to confirm receipt of reorder.

## **Returns**

- Expand the left side to show all items and you will be able to enter a quantity for each item being returned.
- Returns can also be entered on the right side of the page.
- Once all items are entered, you can click “Add to Return Basket” and then “Submit Returns.” Your Inventory Control Worksheet will be updated.

## **Coupons (Kids Kash)**

- Enter the quantity of Kids Cash Coupons that were redeemed at the fair, if applicable.

## **Inventory Control**

- It will take a few moments for the worksheet to display
- A complete list of your initial inventory will be displayed and you will see a total amount due for the Fair. This page can be printed for your records.
- If you are choosing to count inventory, once returns are entered (see above), the worksheet will calculate the payment due to **My Holiday Fair**.
- Print worksheet for your records and submit payment to My Holiday Fair.

## **Mobile CR Sales**

- Tracks the total sales entered into the Mobile Cash Register app. See next page for details on running the Mobile CR.

# Mobile Cash Register

- Go to [www.Myholidayfair.com](http://www.Myholidayfair.com), select Login, and then select Mobile Cash Register.
- Enter username and password included on the front of this manual when login page loads (call 877-842-0624 if assistance is needed).
- The Mobile Cash Register app can be used by as many devices as you need.

## Setup

- Once logged in, you will see a dropdown with mark up % options. Use this page to set the prices you will charge during the sale. Predefined price levels are set from 10%-50% markup. If you are not marking up prices, you don't have to change anything! The default is 10%, which will simply keep all numbers round for you (no pennies).
- To set your own prices, select "Holiday Shop SP%" You will need to click on each button and enter your own prices. Please note this is more tedious for you and we recommend using a flat mark % above! **IMPORTANT:** You will need to make sure you set up **EACH** device that will be used with the same prices. We suggest that you check the price levels on each one before you begin using them for your sale.

## During the My Holiday Fair Sale

- Once you have set the prices using the above instructions, you are ready to begin!
- To check out students, simply click the price code button for each item selected.
- Each price code can be selected multiple times
- If you make a mistake, or the student changes their mind, click the "remove" button at the bottom of the screen. Then click the price code for the item(s) you want to remove. Once you are finished removing items, click the "add" button. You can now continue adding more items.
- Once the items have been entered and you are ready to collect the money, click the "check out" button.
- The next screen will show the amount the student gives you and how much change to give back.
- Click "submit" once you are finished with your student and begin the process again with the next one.
- If you make a mistake while entering a number, clear the number by pressing the "Clear" button at the bottom-right of the number keys on the screen.

## Mobile Cash Register (CR) Sales on Sponsor Website

- Daily sales totals can be checked by clicking on the "Mobile CR Sales" tab on the sponsor website. You will then see the amount of sales submitted each day from all devices logged into your Mobile Cash Register Account.

### **Daily Download if internet drops or sales are not showing up on website:**

The Mobile Cash Register can run to check out students even if you have lost internet connection or cell phone service. The sales are being saved, they just won't load onto the Sponsor website until you reconnect to the internet. Follow below steps to resolve.

- When you are back to having a connection, you will want to open the mobile register for each device again.
- On the first page with the mark up % drop down, you will see a red alert telling you that there are unsubmitted orders (if you are currently viewing the cash register page, hit "Change Pricing" in the upper left corner to return to home page).
- Hit submit. Orders will populate on website.

## **Running My Holiday Fair**

- Appoint a team leader and make sure they are familiar with all procedures
- First team each day brings gifts out of storage, organize them and make sure all supplies are available
- Overlap shift times to allow volunteers to acquaint themselves with the selections and procedures This will make a smooth transition
- Teachers should make sure everyone has their budget envelopes and money and bring their class to My Holiday Fair at their scheduled time
- It's easier to have about 10 to 15 children shop at one time
- Note any gift items that are in low supply that you may want to reorder
- Count and note the day's sales. It's a good idea to deposit the money as quickly as possible

## **Rain Check Program**

- Continue to sell items if you run out of some of the gifts
- Try to sell merchandise you have before taking a rain check
- Fill out rain check form (give one copy to teacher and keep a copy)
- Items should be paid for at the time of purchase
- Place only 1 order at the end of your sale
- Rain checks are sent UPS ground unless you agree to pay 1/2 shipment cost
- We reserve the right to substitute any item that becomes unavailable
- Rain checks are NOT guaranteed to arrive before last day of school break





# 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  
 6640 Wedd Street  
 Merriam, KS 66203

Or

If you wish to pay via credit card, a 3% fee will be added on. Please complete Credit Card Payment Form (page 18) or call us at 877-842-0624 and we will take your credit card information over the phone.

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

**TOTAL SALES    \$ \_\_\_\_\_**

# 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 you 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%

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

Multiply by? Above \_\_\_\_\_

Total due My Holiday Fair \_\_\_\_\_

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

Mail Payment to  
 My Holiday Fair  
 6640 Wedd Street  
 Merriam, KS 66203

OR

If you wish to pay via credit card, a 3% fee will be added on. Please complete Credit Card Payment form and fax or email it back.

## Returns

- Choose if you are going to do the inventory option (count your returns and receive detailed invoice of everything sold, returned, and amount due – see bottom of this page) OR the non-inventory option (do not count returns, simply complete the Daily Collection Worksheet to determine amount due – see page 15).
- Combine all leftover merchandise into as few tray boxes as possible. Place 3 tray boxes into each master case
- Make 3 copies of the Inventory Control sheet – one for you, one to send with payment and one to put into a master case
- Tape each master case and apply a UPS label to each of them If you need more labels please call 877-872-0624
- Put boxes where UPS driver will see them to pick up. If they are not picked up within 5 days, please call My Holiday Fair to schedule a pick-up for you

## Payments

- Payment to My Holiday Fair is for the amount due on the Grand Total Section of the Inventory Control Worksheet if inventory was counted and entered or the Daily Collection Worksheet if doing non-inventory. Print or make a copy to send with payment.
- **Paying by Check:** Mail payment payable to My Holiday Fair, 6640 Wedd St, Merriam, KS 66203 (**DO NOT SEND PAYMENT WITH RETURNING MERCHANDISE!**)
- **Paying by Credit Card:** A 3% fee will be added on to credit card payments. Complete Credit Card Payment form and fax or email it back or call 877-842-0624 to provide credit card information over the phone.
- Payment is due within 2 weeks of the end of your fair
- Past due accounts are subject to 25% of the balance due.

## INVENTORY OPTION:

- Count the number of each item that is left over when your sale is complete.
- Go online to [www.myholidayfair.com](http://www.myholidayfair.com). Go to login tab and select sponsor login.
- Click on the return tab, enter the return quantities, then click “Add to Basket” and then click “Submit Returns”
- Click on the Inventory Control tab. It will give you the amount sent, amount being returned, and your Grand Total due. If you need help, please call 877-842-0624.



## **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 attach 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 -21.
- At the end of each day, 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 double check that this number matches the amount of cash you took in for the day (total cash – any start up cash = physical daily sales total).
- 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 Worksheet. This total will then be used to calculate your final payment. Please keep in mind that the daily totals should match the mobile cr sales report you ran at 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 mail final payment to our office. 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\*\***

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

# My Holiday Fair Credit Card Payment Form

This form *MUST* be used for all Credit Card Payments!

Please place your credit card information in the space below and fax or email it to  
My Holiday Fair.

**My Holiday Fair Fax: 913-888-6490**  
**My Holiday Fair Email: [info@myholidayfair.com](mailto:info@myholidayfair.com)**

When paying by Credit Card, a fee of 3% of the total payment is required to process the credit card transaction.

### *Credit Card Information*

Card Holder Name: \_\_\_\_\_

Card Type (circle one) VISA | MC | DISC | AMEX

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_ - \_\_\_\_

Security Code \_\_\_\_\_

Authorization Agreement for Pre-authorized Payments:

I certify that the above information is accurate and complete. I will not hold My Holiday Fair legally liable for any lack of correctness on my part.

Amount Authorized: \$	Date:     /     /
Signature:	Phone #: (     )
Name (Please Print)	City, ST, Zip

School Name: \_\_\_\_\_ School Phone: \_\_\_\_\_

***Thank you for your payment!***

My Holiday Fair • 6640 Wedd Street, Merriam, KS 66203  
Phone: 877-842-0624 • Fax: 913-888-6490 • Email: [info@myholidayfair.com](mailto:info@myholidayfair.com)

# 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

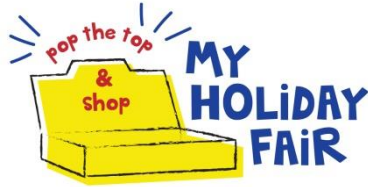
How satisfied were you with the overall My Holiday Fair Program? 1 2 3 4 5

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# My Holiday Fair Early Reservation Form With 2 Sign On Bonuses<sup>\*</sup>(must sign by March 31)

6640 Wedd Street, Merriam, KS 66203

[www.myholidayfair.com](http://www.myholidayfair.com)

Email: [info@myholidayfair.com](mailto:info@myholidayfair.com)

Phone: 877-842-0624 Fax: 913-888-6490

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

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

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

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

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

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

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

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

<sup>\*\*</sup>please note that your kit of merchandise will arrive at the school approximately 5-7 business days before the sale begins

PAST HOLIDAY SHOP SALES: Yes / No PREVIOUS SALES AMT: \_\_\_\_\_

Choose one:

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

**CASH BOX? YES/NO**

**EARLY Sign on bonus?** (available until October 31 – choose one) (early sign on bonus through June 30<sup>th</sup> – choose two)

**A:** Large Inflatable Select One: 1) SNOWMAN 2) REINDEER 3) TREE 4) SET OF CANDY CANES

**B:** \$50 Gift Card Select One: 1) Amazon 2) Starbucks

**C:** \$0.50 Kids Kash

**D:** Fire 7 Tablet

**E:** Bonus Box of Gifts

## 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 15th or a \$50.00 late fee will be added.) Mail payment to: My Holiday Fair – 6640 Wedd Street, Merriam, KS 66203; or Fax payment to 913-888-6490 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 1st will incur a \$300.00 cancellation fee. You are agreeing to pay in full for any merchandise that is not returned by February 1st. Delinquent accounts referred to our collection agency will be charged 25% of the balance due in addition to the past due balance.

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

**SPONSOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SALES REPRESENTATIVE:** MHF **EMAIL:** [info@myholidayfair.com](mailto:info@myholidayfair.com)

**\*\*OFFICE USE ONLY\*\*** KIT ACCT PCN: \_\_\_\_ PIC: \_\_\_\_ PRINT: \_\_\_\_ EX: \_\_\_\_ MOC: \_\_\_\_