

THIRD PLACE BOOKS

Book Fairs with Third Place Books

Thanks for thinking of Third Place Books for your book fair needs! Please review and answer the questions below before contacting Niki Marion, Children's Outreach Manager.

- **When would you like to schedule your book fair?** Please note that we cannot accommodate book fairs without at least 3 months notice.
- **How many grades does your school serve** and about how many students attend your school? Do you have an expected attendance number for the book fair?
- **When was your last book fair**, what vendor were you working with, and do you have any sales records from previous years?
- **What space at your school are you envisioning using for the book fair?** Do you have tables that books could be displayed on? We can supply book stands but have very few fixtures to bring to book fairs.
- **Will this space have access to reliable, password-protected Wifi and power?** Because we use Square as our cash register, we will need Wifi to ring through the book sales.
- **How many days you would like to have the book fair** and how many hours per day you would like the book fair to be open? Do teachers have the opportunity to take their classes to visit the book fair during school hours?
- **Do you have parent volunteers who would be able to staff the book fair during those hours?** We are able to staff load-in, load-out, which includes helping to set up books, and we can help staff evening events like a Literacy Night if it falls during the book fair as well, but we rely on parent or staff helpers during the day (whom we train!) and if there are parent helpers available to help load-in and -out, we would love the assistance!
- **Will you have any particular book requests?** We have an incredible children's buyer, and I collaborate with her to bring a really wide and unique array of books suitable for the age range and interests of the school. We're always happy to collaborate with librarians and teachers, too, and we generally share our book lists beforehand to make sure everything works for the students. Though, it is good to note that we do need a fair bit of time before the book fair--at least a month--to accommodate requests.
- **Does your school put on a literacy night or parents' night during the week of the book fair?** Please let us know so we can plan to staff an evening event.

Some things to note:

- We offer 20% of the pre-tax sales from the book fair back to the school in store credit, or we can provide a check.
- Because we offer that cash back, we cannot accept any teacher, Chinook, or other discounts during the book fair.

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What we expect from our school partners

- **Secure, consistent internet access.** It is integral for us to be able to use a password-protected network than a guest network, which generally kicks the Square app off. If we can't access the internet, we can't track our sales, and that gets sticky for customers who want to return/exchange items.
- **Ability to accept cash payments.** If we can't accept cash on your school's campus, we unfortunately cannot partner to bring a book fair to your school.
- **Space.** We bring the books and book stands, but we do not have our own shelving or tables. We will need areas to display books & space for a check out table.
- **People-power.** We rely on parent volunteers to check out customers during the school day, and it always helps if parent volunteers are willing to help load in and out, as well. Though we are a moderately-sized bookstore, we do have a limited staff and are not always able to provide booksellers on-site for the full duration of the book fair.
- **Your understanding and patience.**
 - We do our best to bring everything that we can from your book wish lists, but it is not always possible to bring in every single title. We coordinate with many different publishers to supply the books, and they all operate with different timetables. Sometimes, books are also out of print or in between print runs.
 - We are always happy to suggest alternative, comparable books for anything that we are unable to provide.
 - It is also very difficult for us to take requests for books that are NOT at the book fair; however, it never hurts to ask!
- **Your feedback.** We'll do our best to make sure that our mutual expectations are met, but we'd love to hear what will make the book fair experience better for your students. We love putting on book fairs and want to continue doing so to the benefit of all!

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What you can expect from us

- **Excellent customer service** and clear communication. We'll do everything in our power to make sure you and your students have a successful book fair!
- **Hand-selected new books** featuring a wide range of identities, experiences, and price points, chosen especially with your school in mind.
- **Book delivery.** We will load in and load out the book fair on agreed-upon dates. We will also provide a cash till, tablets with the Square app to track sales, and other supplies.
- **Training** on our Square app and support from our knowledgeable staff if things go awry.
- **Undeniable passion** for books and connecting with our community!