

Appendix 2

# Barnes & Noble

Booksellers Since 1873

## BOOKFAIR CONTRACT

This contract **MUST** be completed and returned at least one month prior to the date of the bookfair.

Organization Name: Booker T. Washington M.S. 54 PTA

To Benefit: Booker T. Washington middle school

Address: 107 W. 108<sup>th</sup> St NYC

City: NY State: NY Zip Code: 10025

Contact Person's Name: Meredith Millich Phone: 212 8664419 212 678006

Organization's Tax Free #: EX-7075773 Date of Event: 12/13/99

Financial Institution: \_\_\_\_\_ Time of Event: 9 am to ~~10 am~~ 9 p.m.

### BOOKFAIR GUIDELINES:

Barnes & Noble will:

- Provide in-store signs stating bookfair, date, and time.
- Attempt to provide entertainment for the bookfair at the organization's request (subject to availability of local authors/artists).

The Organization will:

- Actively promote the bookfair prior to the scheduled date (ideas for promotion include, newsletters, newspaper and cable TV public service announcements, flyers, posters, etc.).
- Organize book-related entertainment or informal events to be held during your bookfair.
- Schedule volunteers to distribute information flyers during the bookfair.
- Volunteers may not verbally solicit customers in the store.
- Volunteers may not approach customers at the registers.
- Contact CRM at least 2 weeks in advance with a schedule of your special events.
- Provide helium balloons to mark the registers.
- All promotional materials must be approved by the CRM and Store Manager.

Our organization agrees to the above terms and to all bookfair guidelines. I take responsibility to see that they are followed. I understand that failure to comply with the above terms may result in the termination of this event and impact your decision to host events in the future.

M. Millich V.P.  
Contact or Chairperson's Signature  
Betsy Cooper  
CO - Pres. BERT, PTA

Date 10/21/99

Bookfair Date/Time  
Dec 13, 1999  
Monday