



Marian Center of Milwaukee Catholic Book Fair Certificate of Agreement

Thank you for choosing the Marian Center of Milwaukee for your Catholic Book Fair. Together we are helping connect people to the Catholic faith and to books they will want to read again and again.

Your Catholic Book Fair is scheduled to begin and end on the dates listed below. Please note that the delivery of your materials may occur up to three days prior to your event.

So that we may provide you with the best experience possible, Catholic Book Fair dates and book selections must be finalized no later than four (4) weeks prior to the start of your event.

The Marian Center provides the following tools to assist you in making your event both rewarding and fun:

- **Books** consistent with the teachings of the Catholic Church
- **Catholic Book Fair Toolkit** with all the necessary resources for a successful event available online at www.mariancenter.com/toolkit

As a Marian Center Catholic Book Fair customer, the school or organization listed below agrees:

- To use the Marian Center as the exclusive provider of all books during the Catholic Book Fair event.
- To store all merchandise, cash, checks and sales slips in a locked and secure location when not in use at your Catholic Book Fair.
- To collect sales tax as required by your state.
- Unless you've opted to purchase your display products, to carefully repack and return all books not purchased at the Catholic Book Fair to the Marian Center – in good condition – promptly at the conclusion of the Catholic Book Fair.
- That the listed retail cost of any books not purchased at the Catholic Book Fair and not returned to the Marian Center, or not returned in good condition, will be deducted from total Catholic Book Fair profit.
- That books returned to the Marian Center will be sent via UPS or FedEx and insured for the total retail cost.
- To process the Catholic Book Fair financial forms and payment within two (2) working days after the event has ended.

Due to the increasing cost of shipping, it is necessary for us to implement a shipping surcharge for our Catholic Book Fairs. A surcharge deduction of \$25.00 at cash value will be taken from total Fair profit to help offset the cost of delivering the materials.

A signed and returned copy of this Agreement within twenty-one (21) days confirms and secures your Catholic Book Fair dates, reserving materials for your event.

Chairperson Information

Catholic Book Fair Information

Start Date: _____
End Date: _____

School/Organization Information

____ I would like to purchase the display books at twenty percent (20%) off of their listed retail price. I will not be returning any display products to the Marian Center.

Acknowledged by:

Chairperson’s Signature: _____

Chairperson’s Printed Name: _____

Principal’s Signature: _____

Principal’s Printed Name: _____

Agreement Date: _____

Note: Changes to this Certificate of Agreement may be made at the discretion of the Marian Center of Milwaukee as permissible by law and/or as business conditions deem appropriate.

Please print this Agreement, sign it, keep a copy for your records, and mail it to:

The Marian Center of Milwaukee
3712 N. 92nd Street
Milwaukee, WI 53222

Or, you may fax your signed agreement to: 414-464-2206