



Pack-Up Instructions

- **Items that come on carts or racks should be left on these for pick-up.** It is not necessary (in fact, please don't!) for you to repack these items.
- **Items that come in tubs should be carefully put back into the tubs in which they arrived.** Each tub is labeled, (for example: Paperback Picture books, Activities, or Holiday etc.) and merchandise of that type should be repacked into the appropriate tub. This is a real help to our staff when the book fair returns to our warehouse. Please pack all items carefully to minimize the chance of damage.
- **Teacher wish list items** that have been pulled for wish list boxes but not purchased should be put back onto their original cart or rack if possible.
- **Book talk DVD, extra flyers and bookplates should be placed in one of the tubs marked "Activities".**
- **Please make sure all signed charge slips, charge card machine, imprinter, instructions, and extra supplies are put into the toolbox container in which the machine arrived. This should be given to the driver at pick-up. These slips are the equivalent of cash and need to be processed in a timely manner.**