

## Setting Up Your Holiday Fair

### Your Gift Shipment

1. When we ship your gift selection, it will be made up of several boxes. Tell the school secretary or custodian who will receive the shipment to make sure the number of boxes matches the number on the receipt before signing. Any missing, damaged or open boxes must also be noted on the receipt.
2. Your boxes also contain an inventory list with our prices, tablecloths and plastic bags.
3. Leave the boxes sealed until you are ready to do inventory.

### Inventory and Planning Shop Set-up

4. Inventory one box at a time, using the inventory list as a guide. Make sure the gift selection matches the list and note any items that arrive damaged. Note any discrepancies or problems.

### Time-Saving Suggestions

5. To save set-up time on the first day of your shop, you could price your gift selection now as you inventory it. Mark your price on an index card and place it in the box with the gift. Please DO NOT FORGET to add in any profit that you would like to make on each item above our price. When you place your gift items on the tables, place the priced index card in front of the item. DO NOT MARK ANY ITEMS!
6. Store your boxes in a secure place until ready to set-up your shop.

### Shop Set-Up

7. Set-up your tables and cover them with our free tablecloths. You will display a sample of each gift on the tables and sell from your stock in boxes or on tables behind you. Some smaller items are sold from their display boxes on the tables.
8. You should set-up items in groups. For example, all Mother's items together, Father's items together and so on.
9. PLEASE DO NOT MARK PRICES ON THE GIFTS. WE CANNOT ACCEPT RETURNS OF GIFTS THAT ARE MARKED.

### After Your Shop is Over

1. You must count all remaining gifts after your shop's last day. Do a final inventory and write down the number of unsold items in the "return column" next to the matching item on the inventory sheet. Minus this number from the amount received and enter it in the "items sold" column. Times the number in the "item sold" column by our price and mark it in the end column. Total this column and that is the amount you will have to pay our company for that sheet. Repeat the same process for each sheet and then add all your inventory sheets together. This total is what would be owed to A Small World Gift Shop.
2. Note damaged or broken gifts on the inventory sheet and include them in your return total. You will not be charged for these.
3. Pack up gifts to be returned in as few boxes as possible.
4. Figure out your bill. Make out your check to A Small World Gift Shop and place a copy of your inventory sheets and your check in an envelope in one of the boxes you will be returning. Please seal all boxes well!
5. Keep copies of the inventory sheets and your check for your records.
6. We will redo your inventory and if there is a discrepancy, we will notify you by telephone.

### Returning Merchandise

1. Pack-up all the unsold merchandise into as few boxes as possible. All boxes should be packed as full as possible to prevent the items from breaking.
2. Put a copy of your FINAL INVENTORY SHEETS and the CHECK for the amount you sold into one of the sealed boxes. Please mark the box FINAL INVENTORY SHEETS ENCLOSED! (DO NOT SAY CHECK)
3. CALL A SMALL WORLD GIFT SHOP AT 1-800-530-0169 AND LET THEM KNOW HOW MANY UPS RETURN LABELS YOU WILL NEED FOR YOUR RETURNS.
4. A Small World Gift Shop will then send the return labels to your school.
5. Place one label on each box (if you have any extra labels please return them inside one of the boxes).
6. Leave the boxes in the office for the UPS Driver to pick-up. Just tell the office to tell UPS the boxes are out-going.
7. DO NOT CALL UPS TO PICK UP THE BOXES. IF YOU HAVE ANY PROBLEM CALL US DIRECTLY AND WE WILL SOLVE IT!

**\*\*\*If you have any questions please call us at**

**1-800-530-0169\*\*\***

