

DELIVERY DATE TO SCHOOL: \_\_\_\_\_

**A SMALL WORLD GIFT SHOP ®**

388 South Ave. Suite B, Staten Island, New York 10303  
Tel: (718) 442-9005 Fax: (718) 442-9014 Toll Free: 1(800) 530-0169  
Email: [info@molyn.com](mailto:info@molyn.com) Website: [www.asmallworldgiftshop.com](http://www.asmallworldgiftshop.com)

**PROGRAM AGREEMENT**

THIS CONTRACT SERVES AS A BINDING AGREEMENT BETWEEN A SMALL WORLD GIFT SHOP AND THE UNDERSIGNED PARTY TO RUN THE AGREED UPON FUND RAISING PROGRAM, TO RETURN ALL MERCHANDISE IN THE CONDITION IT WAS RECEIVED AND MAKE PAYMENT IN FULL AT THE COMPLETION OF SALE. PLEASE READ PROGRAM AGREEMENT IN FULL BEFORE SIGNING!!!!

Type of Program: HOLIDAY SHOP

Organization/School Name:

No. of Students:

Address:

City:

State:

Zip Code:

School Tel No.:

School Fax No.:

Chairperson:

Home & Cell No:

Co-Chairperson:

Home & Cell No:

Treasurer:

Home & Cell No:

Dollar Amt. Sold for Prior Year:

(Must be provided, used for packing guideline)

(If your previous sale is \$4,000.00 or more, proof of your previous sale must be provided to our company)

Start Date:

End Date:

Tax I.D. No:

During School Hours

Evening Event

Weekend Event (Please Check One)

PTA / PTO E-mail:

Chairpersons E- mail:

**ADDITIONAL IMPORTANT INFORMATION**

- AGREES NOT TO SELL MERCHANDISE PROVIDED BY ANOTHER VENDOR.
- MUST INVENTORY ALL MERCHANDISE RECEIVED IMMEDIATELY AND REPORT DAMAGES/MISSING ITEMS.
- PRICES LISTED ON INVENTORY SHEETS ARE YOUR COST FOR PRODUCTS PER PIECE. HOWEVER, YOU MAY WANT TO INCREASE THESE PRICES SO THAT YOUR SCHOOL WILL PROFIT FROM SALE.
- ALL MERCHANDISE IS ON CONSIGNMENT, UNSOLD MERCHANDISE CAN BE RETURNED PROVIDING MERCHANDISE IS IN THE SAME CONDITION RECEIVED, **DO NOT MARK ITEMS WITH MARKERS, STICKERS, PENS, ETC. OR YOUR SCHOOL WILL BE CHARGED FOR SAID MERCHANDISE**
- IF YOUR INVOICE FOR YOUR SALE IS LESS THAN FIFTEEN HUNDRED DOLLARS YOU WILL BE RESPONSIBLE FOR SHIPPING CHARGES, TO & FROM YOUR SCHOOL.
- IF YOU RECEIVED YOUR BONUS/INCENTIVES AND YOUR INVOICE IS LESS THAN \$1,000.00 A \$75.00 FEE WILL BE ADDED TO YOUR INVOICE.
- TO BE ELIGIBLE FOR ANY BONUS/INCENTIVES, PAYMENT MUST BE PAID WITHIN 14 DAYS OF COMPLETION OF YOUR FAIR OR (IF WE ARE DOING YOUR INVENTORY 14 DAYS FROM YOUR INVOICED DATE).
- INVENTORY SHEETS MUST ACCOMPANY RETURNED UNSOLD MERCHANDISE SO THAT YOUR SCHOOL CAN BE CREDITED FOR ANY DAMAGES OR SHORTAGES. **PLEASE RETAIN A COPY OF YOUR INVENTORY SHEETS FOR YOUR RECORDS!**
- ONCE YOUR STARTER KIT IS SHIPPED AND YOU CANCEL YOUR FAIR A \$100.00 FEE WILL BE CHARGED TO YOUR SCHOOL.
- ANY SCHOOL THAT CANCELS THE HOLIDAY FAIR AFTER OCTOBER 31ST WILL BE CHARGED A \$300.00 CANCELLATION FEE.
- ONCE OUR MERCHANDISE HAS BEEN SHIPPED, A MINIMUM SALE OF FOUR HUNDRED AND FIFTY DOLLARS IS REQUIRED OR YOU WILL BE INVOICED THIS SAID AMOUNT PLUS THE SHIPPING CHARGES TO & FROM YOUR SCHOOL.
- AGREE TO PAY FOR ALL MERCHANDISE NOT RETURNED BY JANUARY 20TH, AFTER THE YEAR OF DELIVERY, TOGETHER WITH 1.5% MONTHLY FINANCE CHARGE ON ALL MONEY DUE AND ANY LEGAL FEES THAT MAY APPLY.

**SPECIAL INSTRUCTIONS: (Please check items below)**

Would you like to use our FREE Cash Register App INSTEAD of a Cash Register? Please check one: Yes No

Would you like to use a Cash Register? Please check one: Yes No %

Would you be able to accept your merchandise 2 weeks prior to your fair dates: Yes No

SIGNATURE:

CHAIRPERSON / DATE

SIGNATURE:

CO-CHAIRPERSON / DATE

SIGNATURE:

PRINCIPAL / DATE

REP'S SIGNATURE:

DATE: