

Book Fair Take-Down Instructions



- It is helpful to have at least 4 volunteers to help you pack up the fair. Older students can make great volunteers by taking book stands down, packing category signs, and moving books from the top of the cases to the inside. All money must be handled by Adult Volunteers only.
- If you used teacher wish baskets, confirm that teachers do/don't want to purchase remaining books in their baskets. Re-shelve books not being purchased in their appropriate category.
- Take all "LAST COPY" Bookmarks/Tags off of the books.
- Throw away any empty pen/pencil/eraser boxes.
- Take out your starting cash before counting money.
- Take down banners (Mrs. Nelson's is Here and Mrs. Nelson's is Coming). Wipe and dry them if they are dirty. Roll them and secure with a rubber band.
- Remove books from the free standing displays and pack the books into the Mrs. Nelson's boxes. Carefully disassemble the displays and put them back into the labeled boxes.
- A Mrs. Nelson's representative will give a quick packing lesson to you and/or your volunteers ahead of time. It is important that books are packed with care, in order to prevent damages when they are transported. Your school will be charged for damaged books if boxes are not packed correctly. The following are easy instructions to help you pack up the books to return to the warehouse:
 - The books on the tops of the cases need to be placed inside of the cases to travel back to the warehouse. Place the books spine up, placing them on the bottom shelves of the cases.
 - Books should only be packed in the book boxes that are labeled with category tags. The books need to be packed so that there is minimal room for them to slide around. The best way to pack is to lay all paperback books flat, oversized hard covers should lay flat on the bottom of the box, regular sized hard covers may be laid flat or placed spine up, place smaller books on top of larger books. Following these simple rules will prevent bent covers and torn pages.
- Category signs go in special boxes that are labeled "Category Signs". DO NOT take the category signs apart. They lay down in their boxes. Stack them half one direction and half flipped the other way.
- Book stands go in special boxes labeled "Book Stands." They will all fit if you fold them down. Please remember that all boxes must be able to close and be stacked.
- Cash Registers go into special boxes labeled "Cash Register".
- The charge machine goes in a special brown box labeled "Charge Machine". Please do not send this with the driver unless the driver is counting money with you. Otherwise, send the charge machine with your Mrs. Nelson's coordinator when they come to count money.
- Please return any unused paperwork as well as all empty Mrs. Nelson's boxes.

Thank You!