



Book Fair Take-Down Instructions

Book Fair Company

Your Mrs. Nelson's driver or coordinator will assist with your take-down. We suggest that you have at least 3-4 volunteers to help as well. With sufficient help, take-down and money counting usually requires about 2 hours.

Before you start packing, your Mrs. Nelson's representative will give a quick lesson to you and your volunteers. Packing the books with care will help prevent damages when they are transported.

PREPARATION

- If you used teacher wish baskets, confirm that teachers do/don't want to purchase the remaining books in their baskets. Re-shelve the remaining books in their appropriate categories.
- Take down the "Mrs. Nelson's Is Here" banner and gather all the lawn signs.
- If you used LAST COPY stickers, remove them from the books.
- Put all of the unused paperwork in the "Mrs. Nelson's Set-Up Materials" folder.

THE SQUARE REGISTERS

- MONEY---Remove all of the cash, coin, and paperwork from the registers and be sure to check under the coin and cash drawer.
- The Square Registers will be packed by your Mrs. Nelson's representative into the 3 special boxes in which they were delivered in.
- If your fair needs to be packed prior to Mrs. Nelson's arrival, please follow the Square Register packing instructions that are in your Set-Up Materials folder.

BOOK CASES

- The cases will be transported with the books inside.
- Put the books displayed on the tops of the cases into the cases preferably on the bottom shelves with their spines up.

PACKING THE BOXES

In general, all boxes must be closed flat and be stacked. Packing them full, almost to the fold line, will ensure that they won't collapse when heavy boxes are stacked on top of them.

There are boxes specially marked for the book stands, the category signs and the free-standing displays.

- Book stands---you will need to fold them down in order to get them to all fit in their boxes.
- Category signs---please don't take them apart. Lay them down flat in their boxes, half in one direction and half in the other.
- Free-standing displays---disassemble the displays and pack them into the boxes specifically made for each of them. The books can be removed from the displays and packed into the regular book boxes along with books on the tables.

Books can be packed in any of the Mrs. Nelson's boxes.

- Books travel best if they are packed with minimal room for them to move around.
- For paperback books---lay them flat in stacks
- For hardcover books---put the largest ones flat on the bottom with others stacked flat on top, from larger to smaller. To fill-in the sides of the box, books may be placed spine-up in the empty spaces.