



TRAVELLING BOOKS

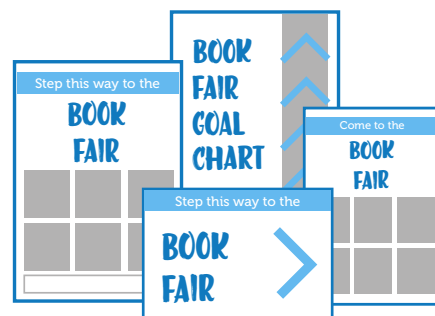
# Organiser's Guide

## Key information to help you run your Book Fair

### PROMOTING YOUR BOOK FAIR

Find free digital resources to help you run your Book Fair including invitations, posters, arrows and more at [travellingbooks.co.uk/free-resources](https://travellingbooks.co.uk/free-resources)

Your Book Fair will be delivered and collected within school working hours. We advise you to start your fair the day after delivery.



### PAYMENT AT YOUR BOOK FAIR

Our online parent payment system makes it easier than ever for parents to pay by card.

You will find a Payment Guide within your Free Resources pack on the website with further information.

Payments can be made using the QR code on the Payment Guide or at [travellingbooks.co.uk/pay](https://travellingbooks.co.uk/pay)

Parent payment opens two weeks prior to the delivery of your Book Fair and parents can locate their school using the school's postcode.

All card payments can be seen in your online Book Fair account.

### AFTER YOUR BOOK FAIR

Please use the School Order Form (available in Free Resources) to place orders for all out-of-stock titles. The completed form should be sent to us no later than **1pm on the day before your Fair is collected.**

Once your Fair is complete, please visit your online Book Fair account to complete the Fair Record Sheet to finalise your Book Fair and update your account with any Rewards earned on the Fair.



For more information, tips and tricks on running your Book Fair, visit our online Organiser Guide at [travellingbooks.co.uk/organiser-guide](https://travellingbooks.co.uk/organiser-guide)