

**FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

358

Date Submitted: 11/12/09

Submitted By: Clara Russell

Department: Library

Court Agenda Date: 11/17/09

Phone Number: 281-341-2618

SUMMARY OF ITEM:

Take all appropriate action to accept participating in a Barnes & Noble Bookfair.

RENEWAL AGREEMENT/APPOINTMENT

YES ☐ NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☒ NO ☐

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit:
Activity (If Applicable):

Account Number:

DESCRIPTION OF LAWSON ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☒ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

11-12-09 copy received

Barnes & Noble BOOKFAIR

Complete and return this agreement at least one month prior to the Barnes & Noble Bookfair in which your organization is participating (the "Bookfair"), the details of which are set forth as follows:

Bookfair Details:

Organization Name: Fort Bend County Libraries

Contribution Remittance Address: 1001 Golfview Drive

City: Richmond

State: TX

Zip: 77469

Organization's **State Tax ID/Tax Exempt #**: 74-6001969

Tax Exempt Certificate Form Attached (REQUIRED) ☐

Contact Person's Name: Clara Russell

Phone: 281-341-2603

Scheduled Date of Event:

Time of Event:

I am taking my contribution in the form of: ☒ Barnes & Noble Gift Card ☐ Cash

General Information

The Bookfair is an opportunity for schools Pre-K through 12 and non-profit literacy and arts organizations to raise money through in-store book sales by encouraging their supporters to shop at Barnes & Noble during a designated time period.

The amount of the contribution is determined by the total eligible purchases made by supporters of the organization during that time.

Contribution Guidelines

- The contribution to the organization is based on the selling price of merchandise sold, before tax.
- Barnes & Noble Members may use their Membership discount on all purchases, including purchases during the Bookfair.
- Educator discounts may be used on all eligible purchases during the Bookfair.
- Other offers, promotions, or discounts may not be offered during the Bookfair.
- Goods are sold at the current Barnes & Noble selling price.
- Purchases made with corporate or institutional discounts may not be included in the Bookfair total.
- Bookfair purchases returned within 7 days of the end of the Bookfair date will be deducted from total.
- All Bookfair purchases are subject to normal state and local tax requirements.

Contribution Percent

- The percent is based on the total net (pre-tax) sales of the Bookfair according to the following chart:

<i>Net Sales</i>	<i>Percent contributed to organization</i>
< \$2,000	10% Cash Back or 15% in Barnes & Noble Gift Cards
\$2,000-\$10,000	15% Cash Back or 20% in Barnes & Noble Gift Cards
> \$10,000	20% Cash Back or 25% in Barnes & Noble Gift Cards

On behalf of my organization, I agree to actively promote the Bookfair prior to the Scheduled Date of Event through the following:

- My organization will produce and distribute copies of the approved Barnes & Noble Bookfair Voucher and will actively promote the Bookfair to our supporters with at least three communications prior to the bookfair.
- My organization will submit any other promotional materials, including, but not limited to, advertisements and brochures, at least one month prior to the Bookfair for approval by the Barnes & Noble community relations manager or store manager at their sole discretion.
- My organization will be available to meet with the Barnes & Noble community relations manager or store manager throughout the planning of the Bookfair and at least two weeks in advance of the event to review final details.
- My organization will refrain from distributing vouchers or organization-specific materials in the store or on any premises adjacent to the store, and will not approach Barnes & Noble customers in any manner.

Further, I understand and accept that:

- My organization will hold all information regarding the business and financial terms of this Agreement and the Bookfair, including but not limited to, Organization's sales at the Bookfair and Barnes & Noble's contribution and contribution percentage (collectively, "Confidential Information") in confidence and not disclose the Confidential Information to any third party without the express prior written permission of Barnes & Noble.
- My organization shall not make any statement to the press, or issue any press release, referencing the Bookfair of Barnes & Noble without the express prior written permission of Barnes & Noble.
- Supporters of the Bookfair must present a voucher or mention participation in the Bookfair at the register prior to the transaction for their purchases to count towards the Bookfair total.
- Only eligible purchases made during the agreed upon event dates will count towards the Bookfair.
- Barnes & Noble will provide a spreadsheet with final transaction details upon request within 60 days from end of Bookfair.
- Bookfair totals as reported by Barnes & Noble are final.
- All merchandise sold at Barnes & Noble and Membership pricing is eligible for the Bookfair contribution no matter the form of payment. This includes books, music, magazines, café gift and consumable items, and all other merchandise except as stated below:

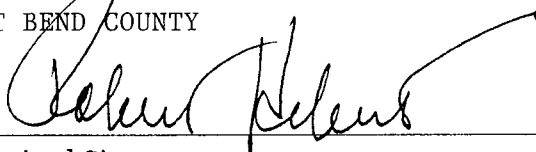
The following transactions are not included in Bookfair totals:

- The purchase of gift cards or Barnes & Noble Memberships
- The purchase of text books, magazine subscriptions or other select items
- Purchases made at Cafes owned and operated by Starbucks

Barnes & Noble shall have the right to terminate this contract and cancel the Bookfair at any time should you fail to comply with any part of this contract or any Bookfair guidelines as communicated by the Barnes & Noble representative.

"Confidential Information" does not apply to government agency that must disclose public records.

FORT BEND COUNTY



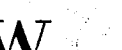
November 17, 2009

Authorized Signature

Date

Robert Hebert, County Judge

See how and
your
bookfair can be.

See how  and
your
bookfair can be.

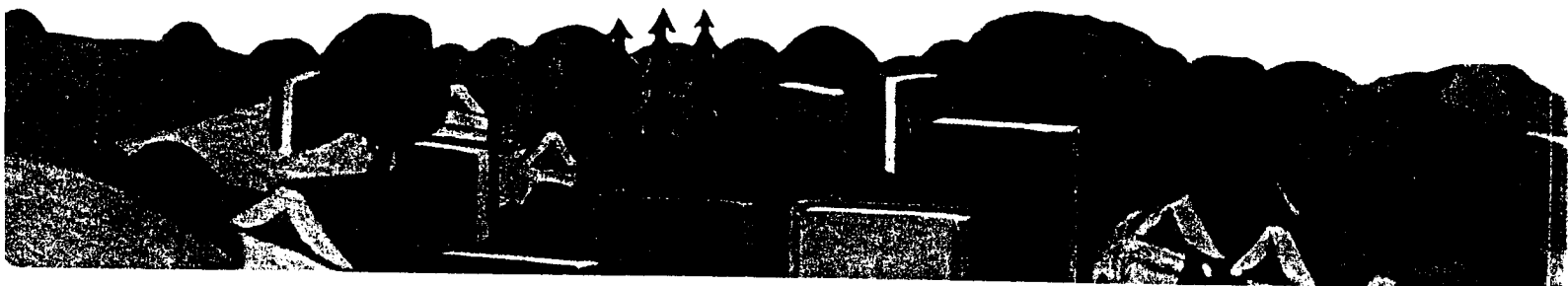
The advantages of a Barnes & Noble Bookfair.

SELECTION – Over 15,000 children's books in stock. Over 100,000 books, CDs & DVDs.

CONVENIENCE – We do *all* the work.

KNOWLEDGEABLE STAFF – We assist in tailoring displays for your school.

FUN EVENTS – Our booksellers know how to stage events that draw crowds.



EARN MONEY FOR YOUR SCHOOL OR ORGANIZATION

The more supporters shop, the more you earn.

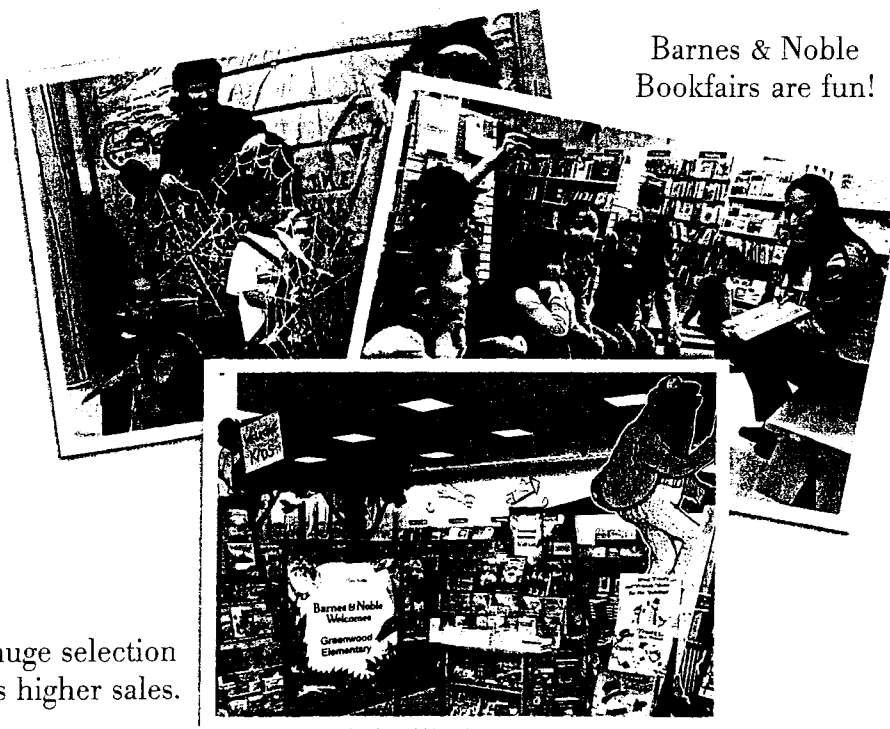
If your supporters spend: Your organization receives:

Up to \$2,000 10% Cash Back or
15% in Barnes & Noble Gift Cards

\$2,000 to \$10,000 15% Cash Back or
20% in Barnes & Noble Gift Cards

\$10,000 and Up 20% Cash Back or
25% in Barnes & Noble Gift Cards

Barnes & Noble
Bookfairs are fun!



Our huge selection
means higher sales.



When you consider all the advantages,
why would you consider any other bookfair?

“It used to take several months to organize the bookfair. Then it took a week of running the bookfair and being in charge every day. We made the same amount of money that we make in one night at Barnes & Noble. Since you are trying to make a profit for your school and have everybody come together and purchase books for the library, **this is a much better way.**”

Judy Taffet, PTO Bookfair Chair

“Ordering books, creating flyers, and setting up the books in our school used to be a full-time job for our Parents Association members. At Barnes & Noble, the process was so easy and simple, I could not believe it. Best of all, **we have made more money at this bookfair than we had before.**”

Karen Smith, Teacher

Ask your Community Relations Manager or Store Manager how to get started today.

