



**1 YEAR PROGRAM AGREEMENT 2016**

**SANTA’S SECRET SHOP /HOLIDAY GIFT SHOP PROGRAM**  
**“ WE MAKE IT EASY ”**

School \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
PTA OR PTO (circle one) Other \_\_\_\_\_  
Student Enrollment \_\_\_\_\_ Approx dollar in sales last year \_\_\_\_\_

President \_\_\_\_\_ Chairperson \_\_\_\_\_  
Cell # \_\_\_\_\_ Cell # \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

We will call our gift shop:  **Santa’s Secret Shop**  **Holiday Gift Shop**

**Please Initial Choice of Sales Dates:**

Nov 28- Dec 2 \_\_\_\_\_ Dec 5-9 \_\_\_\_\_ Dec 12-16 \_\_\_\_\_ Dec 19-23 \_\_\_\_\_ Other Date (s) \_\_\_\_\_

**Organization will run shop the entire date selected above.**

Please select your profit:  0%  10 %  20%  30%

**BONUSES**

1. Use of a Cash Register\*\*
2. \$100.00 Free Merchandise (Fun Bucks)\*

**\*\*While Supplies Last**

**\*Must run holiday shop for 3 or more full days to receive free merchandise**

**NO- INVENTORY PROGRAM:** School sells all items at suggested retail prices provided by Fun Services. At the end of program, school reports total income, and takes profit using the Daily Sales Report. Beginning and ending inventory by school NOT required, however organization understands that Fun Services reserve the right to inventory all returns to verify the accuracy of the sales reported on the billing summary. Fun Services will issue a refund for overpayment, or an invoice for additional amounts due.

**TERMS:** Payment due upon pickup of returned merchandise. Check payable to Fun Services must be placed in cash register drawer along with the Daily Sales Report Form. Payments not included at time of pickup without A **PRIOR WRITTEN AGREEMENT** from Fun Services will result in loss of any bonus offered to you by Fun Services. Additionally, a late fee of \$100.00 will be charged.

## FUN SERVICES WILL PROVIDE:

1. A deluxe selection of gift merchandise provided ON CONSIGNMENT . We will send your initial order with enough gifts to start your shop. See below for reorder information.
2. FREE SUPPLIES INCLUDING:
  - a. Decorative Gift Bags
  - b. Shopping Bags for each child
  - c. Table Cloths for your display
  - d. Posters to announce your dates
  - e. Colorful letter to parents
  - f. Money Control Envelopes
3. Fun Services will take back all unsold merchandise for full credit as long as Return Instructions printed below are followed. (No credit will be given for items returned individually priced or marked by organization with sticker, marker, etc. or not returned in original package.)
4. FREE Delivery of reorders
  - a. One reorder delivered per day
  - b. Reorders will be delivered between the hours of 7:00am and 12:00pm.
  - c. Fun Services reserves the right to reduce the quantity of exorbitant items requested unless the school inventory can be verified.

## ORGANIZATION WILL:

1. Not use competitive merchandise during Santa's Secret Shop.
2. Make every effort to sell out merchandise delivered.
3. Display all merchandise, and assist children in selecting alternate gifts if certain items are sold out
4. Hold Santa's Secret Shop/Holiday Gift Shop program during the school day, bringing all students through the sales area in an orderly fashion, such as by classroom, thereby giving each student the opportunity to purchase gifts. Organization agrees to obtain written approval from Fun Services if program is to be held in any other manner.
5. In order to receive your reorder the next day, Reorders must be received by 3 p.m.  
ONLY 1 REORDER DELIVERED PER DAY.
6. Have merchandise and check ready for pickup by FUN SERVICES the day after the sale is over. Pack all gifts back in as few boxes as possible. **Call Fun Services** when you are ready for pick up. DO NOT DEFACE BOXES
7. Pay a cancellation fee of \$500.00 if shop is cancelled after October 1, 2016.
8. Agree to run shop for specified dates. Shops not run after delivery of merchandise will agree to pay \$1000.00 penalty to Fun Services.
9. Gifts not returned in original packaging WILL NOT receive credit.
10. Accept initial delivery of gift merchandise any time starting Nov. 12, 2016 and up until 3 days prior to the start of your shop.
11. If organization cancels their holiday shop after receiving any and/or all sign on bonuses, then organization will reimburse Fun Services the cost plus shipping of any bonuses received.

**IMPORTANT INFORMATION**-In consideration of the consignment privilege, organization agrees to have no other merchandise in the Santa's Secret Shop/Holiday Gift Shop program without Fun Services written permission. Use of other merchandise in the program without Fun Services written permission will result in the loss of organization's right to return any merchandise for credit. Failure to hold program after merchandise is delivered to the school or sales location will result in a processing fee of \$1000.00 to organization. All PAPERWORK SUBMITTED BY ORGANIZATION IS SUBJECT TO VERIFICATION BY FUN SERVICES.

## SALES TAX INFORMATION

Organizations exempt from paying sales tax will have been issued a Certificate of Exemption from their State Department of Revenue. If the organization elects to provide Fun Services with a *copy of their Sales Tax Exemption Certificate*, no sales tax will be charged and the organization agrees to be responsible for collecting and remitting any applicable sales and use tax.

**\*PLEASE NOTE THE NAME ON THE CHECK MUST MATCH THE SALES TAX EXEMPTION CERTIFICATE.**

**By signing this agreement, I attest that the above information is true and correct, and that I have read and understand the terms of this agreement. The Terms of this contract are legally binding.**

X \_\_\_\_\_ Date \_\_\_\_\_  
PTA/PTO PRESIDENT - Signature

X \_\_\_\_\_ Date \_\_\_\_\_  
FUN SERVICES - Signature