

## Intro

### Chapter 1: Before the Fair

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### Chapter 3: After the Fair

## Intro

In this video, you'll learn what makes a Tabletop Fair unique, along with some resources for you to host your most successful Fair yet. Just like all of our video tutorials, this one is chapter based. If you're already familiar with the topic, go ahead and skip to the next chapter.

### Chapter 1: Before the Fair

Tabletop Fairs feature a great selection of books that are already packaged in trays and shipped in boxes to your school. You'll also receive a Kick-off Kit filled with book Fair flyers, hallway posters, and materials for Share the Fair, a collection box, and a roundup sign. The Host Hub features a page dedicated to Tabletop Fairs.

You'll definitely want to bookmark this page. It covers everything you need to know before, during, and after your school's Fair. In fact, your everything-you-need-to-know email—sent a few weeks before your Fair start date—will get you here. Also, on the Tabletop Fair page, in the Before the Fair section, you'll learn how you can earn bonus Scholastic Dollars for your school and find details on how the Fair will arrive.

Be sure to check out the pro tip for easy access to the Book Fair Flyers and Videos page, where you'll find your digital flyers, book blurbs, and book trailers. Choose your school type, then select Tabletop. You now have access to all the resources you need to hype the books to your students and invite families to create a Book Fair eWallet.

eWallet is convenient, simple, and secure. Plus eWallet allows friends and family members to contribute funds, allowing kids to choose their own books. Teachers can also create an eWallet account and share a link with families to help build their classroom libraries.

## Chapter 2: Setting up the Fair

Now that the Fair has arrived, your Set-up Kit contains table covers and an outdoor banner, as well as important information about returning the Fair. You'll also receive three small standees, along with table signs and stands for the books on the tables. It's time to set it up, and it's super simple.

First, place the table covers on your tables. Take the trays of books out of the boxes and put them on top. Hang up the outdoor banner and indoor posters. And use the small standees to add your students' favorite characters to the Fair. It's a good idea to get familiar with the Payment Portal. You'll find a video tutorial in the During the Fair section on the dedicated Tabletop Fair page.

You can access the portal by selecting Fair Details and Settings in the Fair Account drop-down menu on the Host Hub. This is also where you're able to submit a restock request.

## Chapter 3: After the Fair

After the Fair ends, it's the perfect time to spend your Scholastic Dollars balance by selecting books and other items to purchase from your school's Fair. Now that you're done shopping, it's time to pack it up. Here's where that important instructions envelope you received in your setup box comes in handy.

Just follow those instructions to schedule your pickup and repack your boxes.