

## BHEA SPRING USED CURRICULUM FAIR

**WHEN:** Saturday, May 24, 2008 from 10AM - 1 PM

**WHERE:** Our Lady of Fatima Catholic Church, 860 Louisville Rd., Alcoa, TN (near Alcoa Wal-Mart)

**DIRECTIONS:** Follow Hwy 129 (Alcoa Hwy) going toward Alcoa, until you reach the intersection of Hwy 129 & Louisville Rd, at the Wal-Mart. Turn right on Louisville Rd. Our Lady of Fatima Church will be immediately on your right. The fellowship hall is located around to the right of the church in the back. Watch for signs.

### **WHAT TO DO IF:**

#### You want to buy:

- 1) Personal checks, with all updated info on the check, will be accepted. However, there will be a \$30 PENALTY for bad checks. If you use cash, please bring plenty of change - no more than \$20 will be given in change, so we will not accept any large bills to pay for a few items.
- 2) There will be a 5% surcharge added to your purchase to cover expenses, mistakes, & usage fee for use of the facilities.
- 3) There will be no early sales, no hoarding, or holding of books. Please be considerate of others. Make sure that any books you do not buy, are put back on the proper tables, in a timely manner, so others have a chance to see them.
- 4) If you must bring your children, they must stay with you at all times & are not allowed to run freely through the building. They are not allowed to open any games or toys that are for sale. We appreciate your cooperation in this matter.
- 5) There will be free 2008 Product Literature bags available for each buyer.

#### You want to sell: PLEASE NOTE LABELING CHANGES FOR THIS YEAR

*Sellers will need to bring items, already properly labeled, on Friday, May 23, 11:00 AM - 12:30 PM.*

*You will fill out a registration card to register your personal code. This will allow us to know exactly what you sold, so we know what to pay you. We will collect a 5% charge based on what you sell. This will be used to pay the usage fee for the building.*

Personal code - Item # (Set info, if needed) Price
*Subject &/or Subcategory *Age &/or *Grade

- 1) Everything must be labeled - See label above. Use computer mailing labels run through the printer & printed with your personal code in the top left corner. Put the labels on the items for sale, then in a **legible hand** write the item # and price; set info, if needed. Write the \*subject, \*age &/or \*grade only if this info is not already visible on the exterior of the book. We are trying to phase out using masking tape, but if you must use it, use beige masking tape only (NO Colored tape) & put clear scotch tape under it so the person who buys the book can remove the masking tape without damaging the book. The tape will not be removed at checkout.
  - a) Your personal code, which is any 2 digits, followed by your 3 initials (ex. 18CAK), goes in the top left corner.
  - b) The item number, which is a number you give to each item that you sell, goes next to your personal code, separated by a hyphen (ex. 18CAK-1, 18CAK-2, etc.).
  - c) The price of the item goes in the top right corner.
  - d) Items sold as a set should each be labeled & stacked with a rubber band around them or put in a 1-2 gallon ziplock bag. Between the item # and the price, put what part of the set it is (ex. 1 of 2, 1 of 3, etc.). On the labels for the other items in the set, do not put the price on the labels, but do put what part of the set it is (ex. 2 of 2 or 2 of 3, 3 of 3).

*Suggestion: If you use a large ziplock bag for your set, put the same info on a 3 x 5 card, putting "set of 3" or whatever number it is, between the item # and the price, & secure the card on all 4 sides to the outside of your bag. You will still need to label each item in the bag. I will have some large bags available for a small fee.*
  - e) \*The subject and/or subcategory name (taken from the list below) goes in the lower left corner. \*The age and/or the grade level of the material go in the lower right corner.

**IT IS VERY IMPORTANT TO WRITE LEGIBLY OR IT MAY NOT SELL. No book will be offered for sale unless the correct information is on the label.** This info is essential for you to receive payment for materials sold & to aid placement of the items on the correct sale tables.

\*Do not have to put on the label if it is clearly visible on the exterior of the book.
- 2) Each free item needs to be marked. Write FREE on a label & attach it to the item.
- 3) Seller is responsible for determining the price of the material. If the listed price is to be adjusted, it can only be adjusted if the seller does so personally at the checkout.

## PRICING SUGGESTIONS:

In the past someone has always come & asked how they should price their books. Here are some suggested guidelines, but ultimately the decision is yours. You know what you put into your books & what you would like to get out of them.

Suggestion: For future reference, use a pencil & put the price you paid for a book in the front inside cover.

Bought new; now used & in good shape: 33% - 50% off original price

Bought new, never used: 25% - 33% off original price

Bought used: 33% - 50% off used price

Books that are still usable but have new editions out: 67% - 75% off original price

NOTE: Usually New Edition means they have changed the cover or arrangement of the material, but most of the time the material is the same & still perfectly good to use (for example, Math). You can get good bargains here.

- 4) You can make a master list for yourself, but you will not have to turn this in with your books. It helps you know what books have sold if you assign an item # to each book.
- 5) The tables will be arranged according to subject. Sellers are responsible for placing their own items on the appropriate tables at the times for drop off. You may then leave your empty boxes, labeled with your personal code, under the tables. Your boxes will be put with any books that do not sell.

**DISCLAIMER:** *BHEA does not accept responsibility for the content of the material sold. If we determine that material is clearly offensive or in opposition to Christian values, then the material will be removed from display & returned to the owner. BHEA and curriculum volunteers do not accept responsibility for any lost or damaged items or for items not picked up by the designated time.*

## Pick up unsold items and money:      Saturday afternoon, 3:00 - 4:00 PM

Please follow the instructions for pick up. You will not receive your money until you have first checked your unsold items by your personal code, boxed them, and then checked a second time by a volunteer at the checkout table. Only then will you receive your money & a report of the items that you have sold. After 4:00 PM, any items left unclaimed will be disposed of, as we see fit.

Please remember to respect the dates & times that are scheduled for bringing & picking up books. If someone needs the information about this sale & does not get the newsletter, let them know it is on the web. [www.bhea.net](http://www.bhea.net)

## VOLUNTEERS NEEDED!

We are now accepting volunteers, for particular days & times, to help with the curriculum fair. There will be a volunteer sale the day before the actual fair. Those that volunteer to help with the fair & work their full shift will be exempt from the 5% surcharge on books they sell and the 5% on items purchased at the volunteer sale. Any further purchases after the volunteer sale will include the surcharge. *There will be no holds on any books. We are also asking you not to purchase books for someone else. These are for your own use. You will be on your honor.* We ask all volunteers NOT to bring their children. The risk for distraction and therefore errors are too great. We are handling other peoples' property as well as their money, & can not afford mistakes.

## WORK SHIFTS:

BHEA members have preference until May 1st. It is then open to nonmembers.

Friday, May 23 <sup>rd</sup>	9:00 AM - 5:00 PM	4-5 people needed
Saturday, May 24 <sup>th</sup>	9:00 AM - 1:00 PM	8-9 people needed
	1:00 PM - 5:00 PM	4-5 people needed

Call 379-9181 or e-mail [vanderveen5@charter.net](mailto:vanderveen5@charter.net) to volunteer. Thank you.

## List of Subjects & Subcategories

### AUDIO-VISUALS

Cassettes  
Videos  
CD's  
DVD's

### FOREIGN LANGUAGE

Spanish  
Latin  
Greek  
French  
German  
Hebrew  
Etc.

### MATHEMATICS

Arithmetic  
General Math  
Algebra  
Geometry  
Advanced Math  
Consumer Math  
Calculus  
Manipulatives

### REFERENCE

Home School Books  
Encyclopedias  
Dictionary  
Thesaurus  
Maps

### BIBLE

character building  
memory  
Christian books  
studies  
reference

### LANGUAGE ARTS

Handwriting  
Grammar  
Creative Writing  
Thinking Skills  
Spelling  
Vocabulary  
Speech

### READING or LITERATURE

Readers  
Phonics  
Reading Skills  
Biographies  
Classics  
American Literature  
British Literature  
Lit. based curriculum

### TEACHING AIDS

Curriculum guides  
Testing  
School supplies  
College prep  
Preschool - HS resources

### EDUCATIONAL

games  
toys  
puzzles

### SOCIAL STUDIES

US History  
World History  
Modern History  
Church History  
Government  
Geography  
Economics

### SCIENCE

Health  
General Science  
Physical Science  
Biology  
Chemistry  
Physics  
Geology  
Anatomy/Physiology  
Astronomy

### COMPUTER

software  
hardware

### FREE ITEMS

### ART - MUSIC - PE

supplies  
instruments  
sports equipment  
books

### HOME LIFE RESOURCES

Home Economics  
Stewardship  
Child Training  
Marriage & Family  
Home & Family  
Life Skills

### UNIT STUDIES

Weaver  
Five in a Row  
Amanda Bennett  
Konos  
thematic units

### SONLIGHT

Reading books

### MISCELLANEOUS

school furniture  
office furniture