

**Name of Bookfair/Author:**

**Date of Event:**

**Time:**

**Setup Time:**

**Location:**

**Contact person:**

**Phone number/email:**

**Cash base amount(bag in safe):**

**Bookseller(s) running the bookfair:**

**Mileage:**

**Books for Bookfair:**

<b>Title</b>	<b>#packed</b>	<b>#returned</b>
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**PO# for bookfair (if consolidated on one PO):** \_\_\_\_\_

**Notes:**