



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

香港新界屯門山景邨

Tel: 852-2464 3731 Fax: 852-2464 3243 Web site: <http://www.yottkp.edu.hk>

Email: office@email.yottkp.edu.hk

No.23-24/71

28 June 2024

Used Book Trading Fair

To reduce waste and optimize the use of resources, the Student Union will organize a used book trading fair for student on 15 July 2024 (Monday). Please find the details below:

S1-S6 textbooks <i>(Including used calculators and radios applicable in the DSE exam)</i>	Time	Venue
	13:30-15:30	The school hall

Please refer to the appendix for the rules for buying and selling used books.

Parents and students who would like to purchase used books may come to the school at the time specified above. Students who would like to sell used books, calculators and radios should ask their parents to sign the reply slip below.

For enquiries, please contact Ms. Tang in the school office.

Parent-Teacher Association and Student Union

-----><-----
Reply Slip (To be submitted to form teacher on 9 July)

I am notified of the used book trading fair. My child:

- will sell used books (selling S. _____ used books); and will comply with the rules for buying and selling as specified by the organizer.
- will not sell used books.

(Please tick the appropriate box.)

Class: _____ Class No.: _____

Name of student: _____

Name of parent: _____

Parent signature: _____

No.23-24/71

Appendix

Buyers and sellers of used books are advised to comply with the rules below:

For sellers	<ol style="list-style-type: none">1. Sellers are to set prices for their used books (recommended price: below 50% of original price) and mark the selling prices on book covers clearly before the fair.2. Books of older editions, books with missing pages or damages, practice books, additional learning materials and handouts/notes (including handouts/notes from tutorial centres) cannot be sold at the fair.3. Sellers must ensure that the used calculators and radios they sell at the fair are in working condition.4. Sellers must register in advance by completing the reply slip below. Unregistered sellers will not be allowed to sell their books at the fair.5. Sellers must arrive at the control centre 20 minutes before the specified time of book selling, and collect sellers' badges and receipts (10 receipts) from the control centre staff. Sellers can apply for and collect additional badges and receipts at the control centre if needed.6. Sellers are advised to arrive at the specified location of book selling 10 minutes before the specified starting time for preparation.7. Both buyers and sellers are required to fill in a receipt after each transaction. Please fill in all mandatory fields on the receipt. The buyer and seller should each retain a copy of the receipt.8. The organizer is only responsible for crowd control and venue provision. The terms and conditions of transactions and prices of books should be determined between buyers and sellers. The organizer is not liable for any loss that may arise from monetary transactions.9. To facilitate transactions, sellers are advised to prepare calculators and enough change. Transactions must be made in cash on site. Sellers may use the money exchange service at the control centre if additional change is needed. (Only a limited amount of change is available at the control centre.)
For buyers	<ol style="list-style-type: none">1. Payment must be made in cash.2. Please check the editions and number of pages of books (<i>working condition of used calculators and radios applicable in the DSE exam</i>) carefully before payment, the edition should be the same as the school book list.3. The terms and conditions of selling and prices of books should be determined between buyers and sellers. The organizer is not liable for any disputes that may arise from the transactions.
Others	<ol style="list-style-type: none">1. Only students studying at the school in the current school year are eligible for participation as buyers or sellers. Students may participate with their parents. (Due to limited size of the venue, only one parent is allowed for each student.)2. The event will be cancelled if the Red or Black Rainstorm Warning or Typhoon Signal Number 8 or above is hoisted by the Hong Kong Observatory on the day of the fair.