

Sales Table Instruction Sheet: The Amazing Chemistry Show

Thank you for assisting with the merchandise and resource table. This table allows families to purchase T-shirts and science resources related to the show. The process is divided into three simple phases: **Setup**, **Transactions**, and **Teardown**.

1. Setup Procedures

- **Instruction Cards:** Locate the laminated instruction cards on a ring clip, found in a slot on the outside of one of the rolling carts. These include a photograph of the completed table for reference
 - **Device Charging:** Retrieve the iPad and Square Reader box from the top drawer of the rolling cart. Plug the dual-port charger into a wall outlet; connect one port to the iPad and the other to the Square Reader.
 - **Cash Bag:** Locate the blue "The Amazing Chemistry Show" cash bag in the top drawer. It contains a laminated instruction card and envelopes.
 - **Cart Positioning:** Place the rolling carts directly **behind** the sales tables. This allows you to easily access extra science kits and various T-shirt sizes.
 - **Accessing Drawers:** Each cart drawer features a red "latch" label; you must pull up on the handle to open the drawer.
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2. Transaction Methods

There are three ways to process payments:

A. Venmo (Easiest Method)

- Display the laminated Venmo QR codes on the table.
- Families scan the code with their phones and enter the total amount.
- **Verification:** Ask the customer to show you their phone screen to confirm the transaction has been completed.

B. Square (Credit Cards)

- The iPad screen displays a list of all available items for sale.
- The Square Reader connects to the iPad via Bluetooth. It can be removed from its charging base for use.
- **Payment Options:** You can accept payments via **Tap** (fastest), **Chip/Insert**, or **Swipe** (least reliable).

C. Cash

The blue bag starts with a "bank" of **\$95.00**.

Bill Denomination	Quantity	Total
\$20 Bills	3	\$60.00
\$10 Bills	2	\$20.00
\$5 Bills	3	\$15.00
Total Starting Bank		\$95.00

IMPORTANT: Do **not** enter cash sales into the Square Reader. The Square system is used exclusively for credit card transactions.

3. Teardown & Final Accounting

- **Timing:** Use your discernment to begin teardown once the crowd thins and the line of customers dissipates.
- **Packing:** Refer to the separate set of laminated teardown instructions (also on a ring on the outside of the cart) for specific packing steps.
- **Cash Reconciliation:**
 1. Count out the original **\$95.00** bank (three \$20s, two \$10s, and three \$5s) and return it to the blue bag.
 2. Place all remaining cash (the profit) into a provided envelope.
 3. Label the envelope with the **State, City, Date, and Total Amount**.
 4. Ensure all bills in the envelope face the **same direction**.
 5. The envelope can be placed inside the blue bag or handed directly to Josh.