

## Pick-a-PAK Checkout Rules and Agreement

The Pick-a-PAK program through ASAP aims to provide local markets with resources to put on creative and engaging community activities as an addition to the weekly market.

### How It Works

Promotional Activity Kits are a collection of items that can serve as games or programs for your market. To see a full list of the promotional kits that are available and a description of each one, please see the “Pick-a-PAK Checkout/Inventory” [spreadsheet](#).

All items have to be checked out *and* paid for before taking them to your market. In order to check out an item, please fill out the “Pick-a-PAK” Checkout Request” [form](#) through Google Drive. You will not be permitted to take a PAK if it has not been checked out first.

When you are finished with the PAK, please return it to the ASAP office within a week of it being used to avoid late fees.

### Fees

There is a consistent checkout fee of \$\_\_\_\_ for each PAK, but the damage fee associated with each item will vary. The damage fee is only applicable in the event that any of the items are lost or badly damaged/no longer usable.

A late fee of \$1.00 per day will be added after a week has passed from the date the item was used.

### Agreement

By signing this form, I am agreeing to only use the reserved PAK at an Appalachian Grown Certified Farmers Market. I agree to pay the initial checkout fee and any damage or late fees that may be charged after use. I understand that I am responsible for the items when they are in my possession or the possession of others at the market and must return all items within a week of use.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

