



### Instructions to vendors:

- **You must be an active member to sell items!**
- There is a minimum contribution to the Club of at least 20% on the consignment sheet.
- Fill out the first 3 columns on the consignment sheet (description, Item ID #, Price)
- List your items numerically! Make sure there are no duplicate numbers!
  
- **The Item ID # must have - Initials and a unique number.**
- **Do not forget the initials on the tag!**
- Fill out top and bottom portion of tags and make sure they match each other.
- Make sure there are no duplicate tag numbers. If there are duplicate tag numbers, re-number with an alphabetic suffix. For example, if there are 2 "X21" tags, use X21a for the second
- Some initials are already being used. A list of these will be provided to avoid duplication
  
- Make sure the asking price and your ID are clearly written with no cross-outs or overwrites both on the tags and the consignment sheets.
  
- Write your address on the envelopes. The treasurer will send the cheques within 1 week of the show.
- Return the consignment sheets and the envelopes to the checkers-in
- Please write clearly!
  
- When you want to finally leave the sale, collect all your unsold items onto a cart. One of the checkers-out will update your consignment sheet.
  
- If you change your asking price during the show, get a volunteer to ensure the new price is clearly written on the tag (or get a new tag). The volunteer will record the new price on the consignment sheet.