

SAN DIEGO BONSAI CLUB
Items Consigned for Sale

Name: _____ Initials: _____ Page _____ of _____

Are you an active member (dues paid for the year)? Circle one: Yes No

If not, membership dues will be deducted from your sales proceeds.

Percent of sales donated to San Diego Bonsai Club (Please circle one)

20% **25%** **30%** **Other** %
 (7.75% Sales Tax deducted from proceeds. Minimum Donation 20%)

| Description | Item ID # | Price | Checked In | Checked Out, Not sold |
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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 "JK21" tags, use JK21a for the second

- 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 use these to send you your cheques.
- 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