# **SAN DIEGO BONSAI CLUB**

## **Items Consigned for Sale**

Name: Initials: Page of

Telephone Number:

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%)

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| **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 ae 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
* 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 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