## SAN DIEGO BONSAI CLUB

## Items consigned for sale accepted after 4:00 p.m.

Name:	Initials on tag:	Page	of
Telephone Number:			
Are you an active member (dues paid for th	Yes	No	
If not, membership dues will be deducted fr	rom your sales proceeds.		
Percent of sales donated to San Diego Bons	ai Club (Please circle one	– minimun	n donation 20%)

20%	25%	30%	Other	%

Description	Item Tag #	Price	Checked In	Checked Out, Not sold

## 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 "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.