



**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!**
- **Items should be priced at \$5 or more**
- 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 2 weeks 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.

**SALES TAG EXAMPLE:**

No: JLH01
Style: Blue Pot
Size:
Price: 15.00
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No: JLH01
Style: Blue Pot
Size:
Price: 15.00

**CONSIGNMENT FORM EXAMPLE:**

Name: Janice Hale Initials on tag: JLH Page 1 of 2

Telephone Number: 999- 867-5309

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 – minimum donation 20%)

20%      25%      30%      50 %      Other

Description	Number	Price	Checked In	Checked Out/Not Sold
Blue Pot	JLH01	15.00		
Red Pot	JLH02	25.00		
Black Pine	JLH03	50.00		