

Mike & Key ARC Electronic Swap Meet Country Store Consignment Instructions

Non-volunteer Sellers:

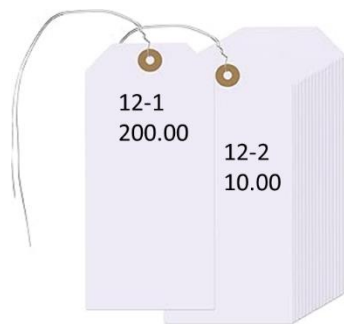
This service is for customers who don't have a table and either don't want to attend the event or are attending the event but would like to have their items on display earlier than you expect to arrive on Saturday. To take full advantage of the swap meet sales time, you can bring your items through **Registration** between 2:00 and 7:30 PM Friday, the day before the event, and between 5:30 and 8:30 am on Saturday, the day of the event. **You will not be allowed inside the building to go to the Swap Meet until 9:00 am Saturday the day of the event and then only if you have purchased an admission ticket.**

If you have purchased a ticket and it is after 9 AM Saturday, you may bring your items for sale to the Country Store after the Swap Meet opens, fill out the necessary paperwork/tags and hand them off to a country store volunteer. The Country Store is located on the second floor at one end. You must be able to move them to the country store without interfering with the movement of customers inside the swap meet (no large carts or pallets). Realize the earlier your items are available for sale the better the chance of selling them.

Registration is located outside the building at the drop-off point (Loading dock). You can download a consignment form ahead of time or request one when you drive into Registration to deliver your items. You must come to Registration via the Orange Gate on the West side of the Fairgrounds. Ask for a temporary Country Store car pass and continue to Registration.

Sellers Number:

At Registration we will assign a Seller's Number for you. For clarification for the consignment staff, you will also need to put numbered stickers or tags (your choice) on all items being sold. You will need to include the asking price on each numbered sticker.



Registration has stickers or tags available.

The first number is your assigned vendor number. The second number is the item number from your consignment form. Number **one** will represent item number **one** on the consignment form. Sticker or tag number **two** will represent item number **two** on the consignment form and so on.

If entering through Registration:

After you have completed the Consignment Form and put your tags or stickers on your items, we will give you a permanent Country Store hanging car pass for your vehicle mirror which must be displayed anytime your vehicle is on the Fairgrounds during this event. Then you will put the completed consignment form in a Country Store envelope. At the loading dock or the Country Store table area, you will unload your items onto a pallet and attach the envelope to your load. The loading dock crew will take your pallet to the Country store, as you will not be able to enter the building. You will then drive out through a gate as directed. The Gold gate may or may not be available this year.

Consignment form:

Check the box near the top of the form that best describes you (Non-Volunteer, Volunteer, or Donation).

The brown areas on the form are for Country Store Staff only.

Negotiations: Fill in and sign the top part of the consignment form. If you would like a prospective buyer to contact you to negotiate a different price than listed, please mark “yes” in the box beside your phone number.

Items listed for sale:

In the bottom half, fill in the description of each item and the asking price that you will sell it for. If you have answered “yes” to provide you phone number to prospective buyer, place a check mark in the **Call** column to the left of the item description for each item you will want to negotiate a lower price. We will not negotiate for you. If you decide to lower the price on the price tag, later, you must ask a volunteer to change the price in our records.

Load-out Gate and parking procedures, gates, etc.

As early as 2:00 PM Saturday, you can park in the parking lot that will be announced later; walk over and hand carry your items out(no admission charge at that time). We have a couple of handcarts but feel free to bring your own. If you come through Registration you will need to load your items on a pallet upstairs near the Country Store with your seller number on it before you get in line to retrieve your items downstairs at Registration. Pallets will not be available until 3:00PM. When you get in line at registration, a traffic person will ask for your number. Tell them your number and that it is for Country Store items. The pallet crew will bring your pallet to you so that you can load the contents into your vehicle and drive away. Consider, in your time planning, that there will be many vehicles loading up at the same time. You may leave the dock as directed. The Gold gate may or may not be available for our use this year. Keep an eye out for further information.