

Mike & Key ARC Electronic Swap Meet Country Store Consignment Instructions

Volunteer Sellers:

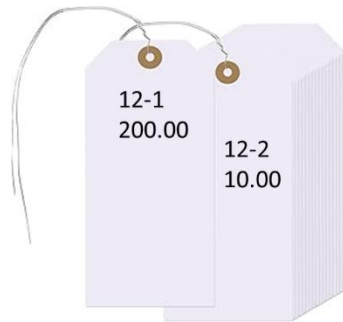
As a volunteer you may bring your items into the country store at any time the building is open for volunteers up until 11 AM on Saturday, if you are wearing a volunteer badge for the current year. The volunteer badge will be available at the entrance gate (announce later) or inside at the loading dock area, depending on your arrival time. You must have previously filled out a consignment form or complete one upon arrival onsite and attach tags to your items. You may also go through Registration (at the loading dock) and place your items on a pallet to be transported by staff to the Country Store.

If you come straight to the Country Store with your items and have not already filled out the Consignment form, please see a volunteer to acquire the proper form, seller number and tags. Donation items do not need tags, and your items will be deemed donations if they are not tagged or listed on the Consignment Agreement Form. Donation tables will be located close to the back of the booth.

Sellers Number:

If you arrive through Registration we will assign a Seller's Number for you, there. 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.

Tag instructions:



The first number is your assigned seller 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. Below that, write you asking price for each tagged item.

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.

NEW INFORMATION: 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. The tags and the forms need to agree or an item might be sold for the wrong price.

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

As a volunteer, you may load out either directly from the Country Store or from the Registration area. If you load out at the Registration area, follow the instructions below. If you load out directly from the Country Store, your items must all be removed by 4pm. Please let a Country Store staff member know that you are removing your own items as they will need to note they have been returned to seller on the form.

If you are removing your items via the pallet process from the Registration area; as early as 2:00 PM Saturday, you can begin loading your pallet upstairs near the Country Store. You will need to mark your seller number on the pallet pile before your pallet is moved downstairs to the dock. Pallets will not be available at the loading dock (Registration) 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 down for you so that you can load the contents into your vehicle and drive away. In your time planning, consider there will be many cars loading out at the same.