# **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 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% 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.