

PROCEDURE SHEET

1. Please note your **SELLER #** on this sheet, the **INVENTORY SHEET** and each **ITEM TAG**. Get an **ITEM TAG** for each item and write your **SELLER #** in the appropriate place on each **ITEM TAG** along with the **ITEM #**.
2. Complete the **INVENTORY SHEET** and **ITEM TAGS** for all sale items. (\$1.00 increments only)
3. Write your name and address on the envelope. This envelope will be used to send a check for sold merchandise.
4. Take hardware to the ski technician's table to be checked by the technician before going to a checker. Bindings that are considered to be 'outdated' per ski industry standards will be removed from the skis and destroyed for safety reasons.
5. Checker will collect your **INVENTORY SHEET(s)**, check **ITEM TAGS** and display your sale items. Clothing items may be taken directly to a checker.

NOTE : Seller, Secure **ITEM TAGS** by attaching the **ITEM TAG** in a manner in which they will not fall off. (Example: tie **ITEM TAG** in a knot on the item, tape **ITEM TAG** to item with 'clear' tape or staple **ITEM TAG** to item.) If your **ITEM TAG** falls off your item, your item will not be sold.

6. Please check on your merchandise occasionally after the sale begins, for if it is not selling, you may want to lower the price. If you decide to lower the price, go to the cashier with your **SELLER #**, and the cashier will lower the price on your **INVENTORY SHEET** and have you initial the change in price. Then a MVSC worker will change your **ITEM TAG**.
7. When you pick up unsold merchandise at the end of the sale, please take it to a cashier who will sign you out and put a sticker on the merchandise indicating it has been checked out.
8. **All merchandise must be picked up 4:00 PM. Any items remaining at that time will become part of a charitable donation made by MVSC. There will be no exceptions to this time schedule.**
9. You will receive a check for your sold merchandise within 3 weeks. The check will be based on the TOTAL AMOUNT SOLD less 10% for MVSC members and 15% for non-members.

THANK YOU FOR SUPPORTING MVSC's ANNUAL PUBLIC SKI SWAP/SALE